



**EXTERNAL VACANCY
PROJECT MANAGER (ICT)
24 MONTHS (CONTRACT)
(Paterson Grade D2)**

The Business and Intellectual Property Authority (BIPA) is a regulator established by virtue of BIPA Act No. 8 of 2016 to facilitate and promote the efficient and effective registrations of business and intellectual property in Namibia. BIPA is an equal opportunity employer and invites competent & suitably qualified candidates to apply for the following position:

Duty Station	WINDHOEK
Primary Purpose	To plan, procure and execute a project, in any undertaking that has a defined start and defined finish
Duration	Twenty-four (24) calendar months
Minimum Qualifications and Experience	<ul style="list-style-type: none">- Bachelor's Degree in Information Systems or Engineering NQF level 7)- Five (5) years' experience in Project Management of which three (3) years should have been in a Project Manager position
Special Requirements/Licenses	<ul style="list-style-type: none">- Driver's Licence Code B- Recommended Certification- ITIL v3 Practitioner- Lean Six Sigma- Project Management Certifications e.g. CAPM, PMP, PRINCE 2, CompTIA's Project+- Risk Management- MS Visio- MS Projects
Key Responsibilities	<ul style="list-style-type: none">- Responsible for the definition, approach, facilitation and satisfactory completion of medium-scale projects (typically with direct business impact and firm deadlines).- Responsible for the provision of support services to projects.- Uses and recommends project control solutions for planning, scheduling and tracking projects- Plans, organizes and conducts formal independent audits of complex projects, major programmes or functional areas.- Carries out projects risk assessment
Competencies/Skills	<ul style="list-style-type: none">- Customer Service- Applications and Programming- Project Management- Knowledge of Computer Hardware and Software- Problem Solving

Kindly note that no paper documents will be accepted. Interested Applicants should email their applications to: talent@bipa.na

Only shortlisted candidates with relevant supporting documents attached to their application will be contacted for interviews. **Candidates from previously disadvantaged groups are encouraged to apply.**

NB: Non-Namibian qualifications must be evaluated by NQA.

Enquiries: Human Capital Practitioner @ 061-299 4414/65

Closing date for all applications is 19 April 2024