

## EXTERNAL VACANCY BRS GRADUATES X4

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:

<b>Duty Station</b>	WINDHOEK
<b>Duration</b>	Seven (7) calendar months contract
<b>Primary Purpose</b>	<ul style="list-style-type: none"> <li>- Assist with processing applications for new business registrations.</li> <li>- Support data entry and document verification for various entity types.</li> </ul>
<b>Minimum Qualifications and Experience</b>	Bachelors degree in Business Management, Business Administration, Compliance or Law (NQA Level 7).
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Provide customer service support (email/in-person/telephone) regarding registration requirements and procedures.</li> <li>- Help maintain filing systems (digital and physical) for applications received and processed.</li> <li>- Shadow senior officers to gain exposure to legal and procedural frameworks.</li> <li>- Track application progress and assist with follow-ups or request for outstanding documents.</li> <li>- Support general customer queries relating to the amendment process.</li> <li>-</li> </ul>
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>- Attention to detail and ability to work with structured documentation.</li> <li>- Basic understanding of business structures (Sole Proprietor, CC, Pty Ltd, etc.) is advantageous.</li> <li>- Basic understanding of business registration lifecycle.</li> <li>- Good analytical skills and understanding of timelines/deadlines.</li> <li>- Ability to handle sensitive information with confidentiality.</li> <li>- Accuracy and attention to detail in document handling.</li> <li>- Proficiency in MS Office Suite.</li> <li>- Organisational and filing accuracy.</li> <li>- Ability to understand and follow procedural guidelines.</li> </ul>

Kindly note that no paper documents will be accepted. Interested Applicants should email a single pdf file of their applications to: [talent@bipa.na](mailto: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 4414/73

**Closing date for all applications is 18 July 2025**