

EXTERNAL VACANCY BRS INTERN X2

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
Duration	Six (6) calendar months contract
Primary Purpose	<ul style="list-style-type: none"> - Assist with processing applications for new business registrations. - Support data entry and document verification for various entity types.
Minimum Qualifications and Experience	Diploma in Business Management, Business Administration, Compliance or Law.
Key Responsibilities	<ul style="list-style-type: none"> - Provide customer service support (email/in-person/telephone) regarding registration requirements and procedures. - Help maintain filing systems (digital and physical) for applications received and processed. - Shadow senior officers to gain exposure to legal and procedural frameworks. - Track application progress and assist with follow-ups or request for outstanding documents. - Support general customer queries relating to the amendment process. -
Skills and Competencies	<ul style="list-style-type: none"> - Attention to detail and ability to work with structured documentation. - Basic understanding of business structures (Sole Proprietor, CC, Pty Ltd, etc.) is advantageous. - Basic understanding of business registration lifecycle. - Good analytical skills and understanding of timelines/deadlines. - Ability to handle sensitive information with confidentiality. - Accuracy and attention to detail in document handling. - Proficiency in MS Office Suite. - Organisational and filing accuracy. - Ability to understand and follow procedural guidelines.

Kindly note that no paper documents will be accepted. Interested Applicants should email a single pdf file of 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 4414/73

Closing date for all applications is 18 July 2025