

## EXTERNAL VACANCY COMPLIANCE INTERN

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>	Six (6) calendar months contract
<b>Primary Purpose</b>	To assist the Compliance Officer, facilitate and coordinating with BIPA's management to identify potential risks, implementing policies and procedures to uphold laws and regulations, and monitoring the company's adherence to those policies and procedures preserve the statutory integrity of BIPA.
<b>Minimum Qualifications and Experience</b>	Final year LLB student from a recognized institution.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Assist the Compliance Officer in setting out the reporting needs and requirements of the various internal compliance stakeholders</li> <li>- Assist in monitoring organizational compliance with laws, regulations, and internal policies.</li> <li>- Support the review and update of compliance documents, manuals, and training materials.</li> <li>- Help with compliance audits, data collection, and reporting activities.</li> <li>- Assist in preparing the compliance report and ensuring that the reporting is relevant, reliable, and timely</li> <li>- Participate in investigations and follow-ups on compliance issues and incidents.</li> <li>- Assist with administrative tasks such as filing, tracking compliance records, and data entry.</li> <li>- Any other relevant compliance matter</li> </ul>
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>- Ability to maintain confidentiality and act with discretion.</li> <li>- Attention to detail and ability to work independently and in a team.</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 **16 July 2025**