

## EXTERNAL VACANCY FINANCE GRADUATES x3

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>	To provide practical, hands-on experience to students (In-service training)
<b>Minimum Qualifications and Experience</b>	Bachelor's degree in accounting and finance or related field student (NQA Level 7)
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Processes payments and issuance of receipts to customers</li> <li>- Inspects the relevant supporting documents prior to the processing of receipts</li> <li>- Receives the documentation on bulk receipting.</li> <li>- Prepare manual receipt by clearly indicating all the details as required where necessary</li> <li>- Always maintain a good customer relation and act in a professional manner.</li> <li>- Resolve all discrepancies raised by the customer at counter point</li> </ul>
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>- Be able to work under heavy pressure.</li> <li>- Be Customer Centric.</li> <li>- Be Analytical and be able to effectively communicate with Customers.</li> <li>- Should be detail oriented and a fast learner.</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**