

## EXTERNAL VACANCY HUMAN RESOURCE GRADUATE

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>	Assist with data collection, reporting, and analysis on performance metrics.
<b>Minimum Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>- Bachelor's degree in human resources management, NQF Level 7.</li> <li>- Interest in Organisation Development and Performance Management.</li> <li>- Good understanding of HR principles and performance management concepts.</li> <li>- Proficiency in Microsoft Office (especially Excel, PowerPoint, Word).</li> <li>- Analytical, interpersonal, and communication skills.</li> <li>- Ability to work independently and manage multiple tasks.</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Assist in implementing and maintaining performance management frameworks.</li> <li>- Support the coordination of performance reviews and related communications.</li> <li>- Support the rollout and adoption of the Performance Management System</li> <li>- Assist with data collection, reporting, and analysis on performance metrics.</li> <li>- Contribute to OD-related projects and research initiatives.</li> <li>- Help develop communication and training material related to performance processes.</li> <li>- Provide general administrative support to the OD team.</li> </ul>
<b>Advantageous</b>	<ul style="list-style-type: none"> <li>- Previous internship, graduate programme, or academic project experience in OD or HR.</li> <li>- Exposure to or knowledge of performance management tools or systems.</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**