

EXTERNAL VACANCY HUMAN RESOURCE 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:

Duty Station	WINDHOEK
Duration	Six (6) calendar months contract
Primary Purpose	Provide general administrative support to the Human Capital team.
Minimum Qualifications and Experience	<ul style="list-style-type: none"> - A 3rd of 4th year Human Resource Management or related field student - Namibian student - Work Integrated Learning letter - Team player and willing to learn
Key Responsibilities	<ul style="list-style-type: none"> - Assist in implementing and maintaining performance management frameworks. - Support the coordination of performance reviews and related communications. - Support the rollout and adoption of the Performance Management System
Advantageous	<ul style="list-style-type: none"> - Exposure to or knowledge of performance management tools or systems. - Minimum pass mark of 70%

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