

EXTERNAL VACANCY LEGAL 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	The Legal Intern will provide support to the Legal Services Department by conducting legal research, drafting legal documents, and assisting in the review of contracts and compliance matters. The intern will gain practical experience in corporate, administrative, and intellectual property law, contributing to BIPA's mandate of promoting business development, investment facilitation, and intellectual property protection in Namibia.
Minimum Qualifications and Experience	Final year LLB student from a recognized institution.
Key Responsibilities	<ul style="list-style-type: none"> - Assist with the review and drafting of legal documents including contracts, MoUs, legal opinions, and internal policies. - Support in the preparation of legal briefs, opinions, and reports for internal use and/or submission to external stakeholders. - Assist with compliance reviews related to corporate governance, business registration laws, and IP legislation. - Participate in meetings, take minutes, and assist with document management and filing of legal records. - Provide support during the resolution of disputes, including assisting with drafting correspondence, reviewing pleadings, and preparing court bundles. - Assist with legislative drafting or review processes, where applicable. - Perform other related duties as may be assigned by the Legal Advisor or Department Manager.
Skills and Competencies	<ul style="list-style-type: none"> - Strong legal research and analytical skills. - Good understanding of Namibian corporate and administrative law. - Ability to maintain confidentiality and act with discretion. - Attention to detail and ability to work independently and in a team.

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