



BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY
Protecting Entrepreneurship and Innovation

EXTERNAL VACANCY RISK GRADUATE X2

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	Seven (7) calendar months contract
Primary Purpose	To assist the Risk Officer continuously, proactively and systematically identify potential events/risks by ensuring that the management of risks are within BIPA risk tolerance level
Minimum Qualifications and Experience	Bachelor's degree in risk management/ finance/ Statistics/ Economics/ Data Management/Analytics at NQF level 7
Key Responsibilities	<ul style="list-style-type: none">- Assist the Risk Officer with Risk Identification, Assessment and Strategy Development.- Assist in the identification, assessment, and documentation of key risks and controls across departments.- Support the development and implementation of risk management policies, processes, and tools.- Conduct physical inspections of premises and activities that are linked to the risk registers.- Assist in preparing risk reports and dashboards for senior management and regulatory bodies.- Assist with administrative tasks such as filing, tracking risk records, and data entry.- Any other relevant risk matter
Skills and Competencies	<ul style="list-style-type: none">- Be able to work under heavy pressure.- Should be detail oriented and a fast learner.- 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