



BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY
Protecting Entrepreneurship and Innovation

EXTERNAL VACANCY SECRETARIAL/OFFICE ADMINISTRATION 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:

Duty Station	WINDHOEK
Duration	Seven (7) calendar months contract
Primary Purpose	To provide a high level of efficient, professional and client focused administrative support service to the Executive: Finance and Administration.
Minimum Qualifications and Experience	<ul style="list-style-type: none">- A three (3) year National Diploma in Secretarial Studies or Office administration (NQA Level 6)- At least three (1/2) years' experience in Corporate and Executive Management Support.
Key Responsibilities	<ul style="list-style-type: none">- Administrative Support Services- Meeting Management- Monthly and Quarterly Management Reports- Internal and External Stakeholder Communication- Typing Services- Office Administration Services- Record Keeping- Travel, Events and Functions Planning- Budgeting
Skills and Competencies	<ul style="list-style-type: none">- Attention to detail and ability to work with structured documentation.- Good analytical skills and understanding of timelines/deadlines.- Ability to handle sensitive information with confidentiality.- Accuracy and attention to detail in document handling.- Proficiency in MS Office Suite.- Organisational and filing accuracy.- Ability to understand and follow procedural guidelines.

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