

## INTERNAL AND EXTERNAL VACANCY MANAGER: MARKETING AND CORPORATE COMMUNICATION (Paterson Grade D3)

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>	Permanent
<b>Primary Purpose</b>	To ensure the efficient and effective management of marketing strategies, policies and plans in the organisation. The position reports to the Executive: Marketing Corporate Communication and Client Management Services.
<b>Minimum Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>- Degree in Marketing / Communication / Brand Management /Advertising or related fields.</li> <li>- NQF Level 7</li> <li>- Eight (8) years working experience in the areas of Marketing, Corporate Communication, Branding, Corporate Affairs, Media Relations, Business Development or related area and of which five (5) years should have been at a supervisory level.</li> <li>- A driver's license code B</li> <li>- Registration with a professional body is an added advantage</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Marketing</li> <li>- Internal and External Communication</li> <li>- Corporate Social Investment</li> <li>- Brand Management</li> <li>- Stakeholder Relations</li> <li>- Social Media Management</li> <li>- Public Education and Outreach</li> <li>- Research and Publishing</li> <li>- Financial Management</li> <li>- Staff and Performance Management</li> </ul>
<b>Competencies/Skills</b>	<ul style="list-style-type: none"> <li>- Understanding of relevant Legislation, Regulation and Governance frameworks</li> <li>- Decision making</li> <li>- Leadership</li> <li>- Project &amp; Event management</li> <li>- Communication &amp; Presentation Skills</li> <li>- Desktop publishing software (Adobe, Canva, Indesign) and MS Office</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 06 February 2026**