

VACANCY

TEMPORARY DEBT COLLECTIONS OFFICER

(PATERSON GRADE C3)

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	12 CALENDAR MONTH
Primary Purpose	To consistently improve efficiency in terms of debt collections, with a particular focus on the collection of Annual duties and penalties. Ensure the day-to-day management of debtors so that losses and outstanding accounts are minimized.
Minimum Qualifications and Experience	<ul style="list-style-type: none">- Degree in Business Administration, Accounting, Credit Management NQF Level 7.- Three (3) years' experience in collections, loan and credits management as well as legal services environment.
Special Requirements / Licences	<ul style="list-style-type: none">- Driver's licence Code B
Key Responsibilities	<ul style="list-style-type: none">- Prepare and process annual duty generation- Effective collection of annual duty, and penalties from all registered entities.- Generate reminders for collection of outstanding annual duties.- Achieve BIPA's collection targets and minimize BIPA's arrears.- Analyse and prioritize arrear accounts from the arrear reports.- Provide clients with accurate and appropriate advice and information about amounts payable.- Prompt follow ups and communication to stakeholders- Report monthly on accounts paid and outstanding.- Administer Payment Agreements and issue Good Standing Certificates
Competencies/Skills	<ul style="list-style-type: none">- Analysis and Reporting on financial data- Complex problem solving and process / system design.- Research, analysis and information processing- Financial accounting software and ERP systems.- Accounting Standards (AIS, IFRS and GAAP)- Taxation knowledge, general and Namibian laws.

Interested Applicants should submit their applications to BIPA- Business Hub, 172, Jan Jonker Road, Ausspannplatz

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 4473

Closing date for all applications is 19 February 2026