

RE-ADVERTISEMENT
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:

Duty Station	WINDHOEK
Duration	Permanent
Primary Purpose	To ensure the efficient and effective management of marketing policies and programs in the organization.
Minimum Qualifications and Experience	- Degree in Marketing / Communication / Advertising or related fields at NQF Level 8. - Eight (8) years working experience in the areas of Marketing, Corporate Communication, Corporate Affairs, Media Relations or related area of which five (5) years should have been at a supervisory level. - A driver's license code B.
Key Responsibilities	- Develops and implements BIPA Corporate Marketing, CSI, Stakeholder and Communication strategies. - Manage the relationship with an appointed Advertising Agency. - Develop reports on the performance of marketing campaigns, gain insights and assess against goals. - Act as a focal point on corporate identity (CI). - Formulates reports and recommends actions as per the research findings. - Monitors staff activities to ensure compliance with established procedures, policies and practices, with particular regard to integrity, security and confidentiality of the organisation. - Engages relevant and appropriate internal and external stakeholders to ensure that BIPA stays abreast of the latest thinking and best practices on Corporate Marketing and Communication. - Manage the design, editorial, production and distribution of BIPA publications. - Maintains and constantly promotes highest levels of professionalism. - Remains accountable for the divisional budget. - Regularly reports on variances.
Competencies/Skills	- Understanding of relevant Legislation, Regulation and Governance frameworks - Decision making - Project & Event management - Communication & Presentation Skills - Desktop publishing software (Adobe, Canva, InDesign) and MS Office.

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 who submit relevant supporting documents (CV, certified copies of qualifications, testimonials and/or certificates of service, or any other proof of employment, proof of citizenship, valid Code B Driver's Licence, etc.) with 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 4400/73

Closing date for all applications is 11 September 2026