



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**
Protecting Entrepreneurship and Innovation

INTERNAL/EXTERNAL VACANCY

MANAGER: BUSINESS STRATEGY, DEVELOPMENT AND PROJECTS

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 lead the development, implementation and monitoring of the Authority's business strategy, organisational performance, strategic initiatives and corporate projects by driving innovation, business improvement, project governance, research and strategic partnerships that support BIPA's mandate, long-term sustainability and service excellence.
Minimum Qualifications and Experience	- A master's degree in business management, business administration or behavioural sciences, NQF Level 9. - Eight (8) year's working experience of which five (5) years should have been in a supervisory capacity responsible for strategic management or project management. - Certification in Strategic Business Management or Balanced Scorecard or Project Management will be an added advantage.
Key Responsibilities	- Strategy management and coordination - Business advisory services and support - Promote business development and innovation - Project management - Research, policy and strategic intelligence - Business continuity management (BCM) - Stakeholder and partnership management - Divisional budget management - Leadership and people management
Competencies/Skills	- Strategy formulation and execution - Project and programme management methodologies - Economic, business and market analysis - Balanced Scorecard and performance management frameworks - Performance analysis and reporting - Communication (written and verbal) - Data interpretation and dashboard development - Monitoring, evaluation and impact assessment - Sound judgement and decision-making - Strategic and systems thinking

Kindly note that no paper documents will be accepted. Interested Applicants should email a single pdf file of their applications to: talent@bipa.na

BIPA Head Office:

172 Jan Jonker Road - P O Box 185, Windhoek Namibia - Tel: +264 61 299 4400 - Email: info@bipa.na - www.bipa.na

Board Chairperson: Immanuel! Hanabeb

Deputy Chairperson: Sara Katiti, Hilka Alberto, Justin Strauss, Julius Haikali

Chief Executive Officer: Ainna V. Kaundu - Company Secretary: Auguste Abisai



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Only shortlisted candidates who submit relevant supporting documents (***Cover letter, updated CV, certified copies of qualifications, academic records/transcripts, testimonials and/or certificates of service, or any other proof of employment, proof of citizenship, etc.***) with their application will be contacted for interviews. Successful candidates will be required to provide proof of a clear criminal record. **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 25 September 2026

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