



BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY
Protecting Entrepreneurship and Innovation

INTERNAL/EXTERNAL VACANCY
MANAGER: ORGANISATIONAL DEVELOPMENT AND TRAINING
(PATTERSON 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 effectively and efficiently manage all matters relating to the Organizational Development Interventions and Training within the organization.
Minimum Qualifications and Experience	- Bachelor's Degree in Human Resources Management / Development on NQF Level 7 - Eight years (8) years relevant working experience of which four (4) years should have been at a supervisory level
Key Responsibilities	- Human Capital policy development - Promotion of strategic human capital best practices across the organization - Managing the strategic initiatives implementation and reporting - Integration and alignment of organizational development intervention and strategic goals - Managing training and development interventions - Corporate performance management coordination - Budget formulation and management - OD and Training operational management
Competencies/Skills	- Relevant legislation and regulations - Presentation - Analytical and critical thinking - Management principles - Coaching and mentoring - Analytical and critical 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

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

BIPA Head Office:
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Board Chairperson: Immanuel! Hanabeb
Deputy Chairperson: Sara Katiti, Hilka Alberto, Justin Strauss, Julius Haikali
Chief Executive Officer: Ainna V. Kaundu - Company Secretary: Auguste Abisai