



BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY

Protecting Entrepreneurship and Innovation

INTERNAL AND EXTERNAL VACANCY
SENIOR BUSINESS REGISTRATION OFFICER: INSPECTION & COMPLIANCE
SERVICES
(PATTERSON GRADE D2)

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 that the organisation's company registration function adheres to relevant legislation and set standards.
Minimum Qualifications and Experience	- Bachelor's degree in Law, Business Administration or Management, Economics, Commerce or related qualifications, NQF Level 7 - Five (5) years working experience in the Business Administration environment. - Working Experience in Business Registrations environment will be an added advantage.
Key Responsibilities	- Inspection and Compliance - Customer Complaints and Service Delivery - Quality assurance - Complaints evaluation - Reports writing
Skills and Competencies	- Relevant legislation - Corporate governance - Time Management - Pressure handling - Methodical

Kindly note that no paper documents will be accepted. Interested Applicants should email a single pdf file of their applications to: talent@bipa.na, with the Subject line: Application for Senior Business Registration Officer: Inspection, Compliance Services – (Your Name).

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, Code B driver's licence, etc.*) with their application will be contacted for interviews. **Candidates from previously disadvantaged groups are encouraged to apply.**

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

Directors: Immanuel !Hanabeb - Chairperson: Sara Katiti
Deputy Chairperson: Justin Strauss, Ashley Tjipitua, Nancy Watyoka, Hilka Alberto, Julius Haikali
Chief Executive Officer: Ainna V. Kaundu - Company Secretary: Auguste Abisai



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NB: Non-Namibian qualifications must be evaluated by NQA.

Enquiries: Human Capital Practitioner @ 061-299 4414/73

Closing date for all applications is 21 October 2026

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