



**EXTERNAL/INTERNAL VACANCY  
ASSISTANT HUMAN CAPITAL PRACTITIONER: RECRUITMENT &  
REMUNERATION (PATERSON GRADE C4)**

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:

<b>Duty Station</b>	WINDHOEK
<b>Duration</b>	PERMANENT
<b>Primary Purpose</b>	To administer and maintain the employees master data on the relevant payroll system and provides support to the Human Capital Management Department on matters regarding to recruitment.
<b>Minimum Qualifications and Experience</b>	<ul style="list-style-type: none"><li>- National Diploma in Human Resource Management or Financial Accounting, NQF Level 6.</li><li>- <b>Proven</b> three (3) years relevant experience in payroll functions.</li><li>- Computer Literacy</li></ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>- Payroll Administration and Control</li><li>- Monthly payroll reconciliations and cost journals</li><li>- Assist with outstanding balances and GL package calculations</li><li>- Customer Service and Relationships</li><li>- Employee benefit administration</li><li>- Recruitment Administration</li><li>- Employee onboarding management</li><li>- Monthly reports compilation</li><li>- Human Capital administration</li></ul>
<b>Competencies/Skills</b>	<ul style="list-style-type: none"><li>- Sage 300 people payroll system &amp; processes</li><li>- MS office programmes</li><li>- Details oriented</li><li>- Numeric abilities</li><li>- Company policies and procedures</li><li>- Archiving and filing</li><li>- Integrity</li></ul>

**Interested Applicants should submit their applications (including proven record of payroll administration) to BIPA- Business Hub, 172, Jan Jonker Road, Ausspannplatz**

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, 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 4473

**Closing date for all applications is 31 March 2026**

BIPA Head Office:

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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