



**EXTERNAL VACANCY  
COMPLIANCE OFFICER: MONITORING & REPORTING X1  
(PATTERSON GRADE C5)**

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>Employment status</b>	PERMANENT
<b>Primary Purpose</b>	To facilitate and monitor processes compliance and conduct risk assessment to prevent public liability or contractual claims and preserve the statutory integrity of BIPA.
<b>Minimum Qualifications and Experience</b>	<ul style="list-style-type: none"><li>- Bachelor's degree in Law or Finance at NQF Level 7.</li><li>- Three (3) years' experience in Compliance.</li><li>- A qualification in compliance management would be an advantage.</li><li>- Driver's Licence Code B.</li></ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>- Monitor and analyse the regulatory environment to identify new legislation and amendments impacting the organisation.</li><li>- Interpret regulatory requirements and provide clear compliance advice to internal stakeholders.</li><li>- Review draft legislation and subordinate regulations to assess compliance implications.</li><li>- Track Government Gazettes and maintain an up-to-date "Bills Universe" of draft legislation affecting BIPA.</li><li>- Coordinate internal consultation.</li><li>- Identify, compile, draft, and submit written regulatory comments and submissions to relevant government authorities.</li></ul>
<b>Competencies/Skills</b>	<ul style="list-style-type: none"><li>- Computer literacy</li><li>- Report writing</li><li>- Negotiation</li><li>- Analytical</li><li>- Interpersonal Relations</li><li>- Problem Solving</li></ul>

Kindly note that no paper documents will be accepted. Interested Applicants should email their applications to: [talent@bipa.na](mailto: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, Code B driver's licence, etc.) with their application will be contacted for interviews. **Candidates from previously disadvantaged groups are encouraged to apply.**

**Candidates who previously showed interest are required to re-apply**

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

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

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

BIPA Head Office:

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