



**EXTERNAL/INTERNAL VACANCY
MANAGER: CLOSE CORPORATION REGISTRATION SERVICES
(PATTERSON GRADE D4)**

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	<ul style="list-style-type: none">- To efficiently and effectively manage the administration and enforcement of the applicable legislation to ensure compliance with registration and regulatory requirements.
Minimum Qualifications and Experience	<ul style="list-style-type: none">- An Honours Degree in law or related qualification at NQF Level 8- At least eight (8) years working experience of which five (5) years should have been at a supervisory level.- A driver's license code B- A postgraduate qualification in Law, AML/CFT, or Enforcement will be an added advantage.- No criminal record
Key Responsibilities	<ul style="list-style-type: none">- Administer the applicable legislation- Ensure that contraventions of the Acts are properly investigated- Issue notices, fines, or penalties for non-compliance- Prepare reports on inspection findings and enforcement activities- Receive and resolve customer complaints relating to regulatory compliance- Assist in legal proceedings and subpoenas, including preparing affidavits and evidence for prosecution- Collaborate with government and other agencies for enforcement actions- Educate businesses, including workshops and public awareness campaigns on regulatory obligations on registration requirements and compliance- Conduct research on legal matters, including benchmarking both nationally and internationally on legal practices relevant to business registration services- Advise the Executive on policy issues related to business registrations and conduct- Recommend law/processes/policy improvements to ensure an effective regulatory environment, alignment with relevant national, international standards, treaties, and best-practice frameworks- Regulatory compliance, legal, inspections, investigations or enforcement

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



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**

Protecting Entrepreneurship and Innovation

	<ul style="list-style-type: none">- Interpretation and application of statutory frameworks- Drafting enforcement notices, compliance reports, or legal memoranda- Performance management- Attend to any other tasks as may reasonably required
Competencies/Skills	<p>Strong understanding of:</p> <ul style="list-style-type: none">- National corporate legislation- Regulatory enforcement procedures- Governance and risk management frameworks- International compliance standards and best practices frameworks <p>Ability to:</p> <ul style="list-style-type: none">- Conduct structured inspections and investigations- Assess control environments and compliance gaps- Compile defensible enforcement reports supported by evidence- Conduct comprehensive legal research and statutory analysis, interpret legislation, regulations and apply findings to support evidence-based inspections, investigations, enforcement actions and law reform- Operate independently- Report writing- Decision Making- Supervisory and problem solving- Computer Literacy

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 (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. 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 31 March 2026

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