



**EXTERNAL/INTERNAL VACANCY  
SBRO: DEREGISTRATION, AMENDMENTS & LIQUIDATIONS 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:

<b>Duty Station</b>	WINDHOEK
<b>Duration</b>	Permanent
<b>Primary Purpose</b>	To supervise the efficient and effective administration of amendments, deregistrations, liquidation and restoration services in compliance with the applicable legislative framework.
<b>Minimum Qualifications and Experience</b>	<ul style="list-style-type: none"><li>- A bachelor's degree in law or related qualifications, NQF Level 7</li><li>- Five (5) years working experience in the business administration or regulatory services environment</li><li>- A driver's license code B</li><li>- Supervisory, team leadership or case management experience will be an added advantage</li></ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>- Exercise direct supervision over the Deregistration, Amendments, and Liquidations function, ensuring effective operational oversight and accountability</li><li>- Plan, allocate, and monitor workload to ensure adherence to statutory turnaround times</li><li>- Manage administrative processes with strict turnaround times</li><li>- Review and approve work completed by subordinate staff, particularly complex or high-risk cases, prior to finalisation</li><li>- Conduct regular quality assurance reviews to ensure compliance with the applicable Act and Regulations</li><li>- Ensure the integrity of the corporate register through statutory compliance, quality assurance, and adherence to service delivery standards</li><li>- Ensure that client queries are resolved within prescribed service standards</li><li>- Support stakeholder engagement initiatives by providing technical input during awareness sessions or regulatory outreach activities.</li><li>- Performance management</li></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>- Supervisory</li><li>- Computer Literacy</li><li>- Time management</li><li>- Client Management</li></ul>

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"><li>- Policy and Standard Operating Procedure (SOP) development skills</li><li>- Strong understanding of company legislation, business registration procedures, and compliance requirements</li></ul>
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**Kindly note that no paper documents will be accepted. Interested Applicants should email a single pdf file of 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.**

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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