



BUSINESS AND INTELLECTUAL  
PROPERTY AUTHORITY

Protecting Entrepreneurship and Innovation

**INTERNAL/EXTERNAL VACANCY  
MANAGER: BUSINESS STRATEGY  
(PATTERSON GRADE D3)**

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 drive strategy and coordinate the implementation of key strategic initiatives across the Authority and provide strategic insights necessary to improve the overall operational effectiveness and efficiency of services as directed by the Chief Executive Officer (CEO).
<b>Minimum Qualifications and Experience</b>	<ul style="list-style-type: none"><li>- A minimum of postgraduate degree in Business Management or Human Resource Management or Strategic Studies, NQF Level 8.</li><li>- Minimum of eight (8) year's working experience of which five (5) years should be at supervisory level responsible for strategic management or project management related field.</li><li>- Certification in Strategic Business Management or Balanced Scorecard or Project Management will be an added advantage.</li><li>- Valid Code B Driver's Licence</li></ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>- Strategy Management and Coordination</li><li>- Executive Management Support Services</li><li>- Promote Business Innovation and Critical Thinking</li><li>- Organisational Performance Management</li><li>- Business Continuity Management (BCM).</li><li>- Divisional Budget Management</li></ul>
<b>Competencies/Skills</b>	<ul style="list-style-type: none"><li>- Strategic formulation and leadership trait</li><li>- Problem-solving</li><li>- Business analysis</li><li>- Balanced scorecard model</li><li>- Change management</li><li>- Stakeholder engagement</li></ul>

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 (Cover letter, 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

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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**Closing date for all applications is 08 May 2026**

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