



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**

Empowering Entrepreneurship and Innovation

**INTERNAL/EXTERNAL VACANCY
DATABASE ADMINISTRATOR
(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.

Duty Station	WINDHOEK
Duration	Permanent
Primary Purpose	Efficiently and effectively maintain, archive, monitor and enhance the company databases. Work closely with business analysts and application developers to determine the best database design based on systems specifications, and they create the underlying database for applications. Work hand in hand with the development team to ensure that the architecture provides the greatest reliability, performance and safety.
Minimum Qualifications and Experience	- A bachelor's degree in information technology, computer science or electronics engineering - NQF Level 7 - Five (5) years' experience in the ICT field, including at least two (2) years in database administration. Certification as an Oracle Certified Administrator, Microsoft SQL Server Database Administrator, MySQL Database Administrator, or ITIL V3 will be an added advantage. - Valid Code B Driver's Licence
Key Responsibilities	- Database administration - Database / Repository Design - Data Modelling and Design - Data Visualization - Programming/Software Development - Systems Design - System Integration and Build - Systems Installation/ decommissioning - System Software Administration - Release and Deployment
Competencies/Skills	- Database Administration - Database Design - Software Development - System Design - Assertiveness - Presentation

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 (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



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Protect your knowledge and innovation

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 July 2026