

VACANCY



BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY
Protecting Entrepreneurship and Innovation

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Executive: Marketing, Corporate Communication and Client Management Services

5-YEAR CONTRACT

Business Unit: Marketing, Corporate Communication and Client Management Services
Duty Station: Windhoek
Job Grade: E2
Closing Date: Friday, 7 November 2025 at 16:00 p.m.

Visions Consulting was appointed by the Business and Intellectual Property Authority (BIPA), to independently administer the executive recruitment process in compliance with company policy and governance principles.

Mandate: BIPA is mandated to regulate and administer the registration of business and industrial property in terms of applicable legislation, with the objective of facilitating economic growth and development, promoting investment, and creating employment through enhancing the efficient protection of business and intellectual property in Namibia.

Vision: To be the catalyst of economic growth for a transformed business landscape and an innovative nation.

Mission: To protect intellectual assets and make doing business possible in Namibia.

Values: Accountability, Service Excellence, Teamwork, Empowerment, Integrity and Innovation.

Primary Purpose of the Job:

The Executive: Marketing, Corporate Communication and Client Management Services is responsible for strategically leading and managing the comprehensive marketing, corporate communication, and client management services functions at BIPA.

Key Performance Areas:

- **Strategic Leadership:** Provide visionary direction and oversight for the Marketing, Corporate Communication and Client Management functions, aligning departmental priorities with BIPA's strategic and operational plans.
- **Marketing and Corporate Communication:** Develop and implement integrated marketing and communication strategies, policies and initiatives that enhance BIPA's brand visibility, stakeholder engagement, and corporate reputation.

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- **Client Management:** Drive service excellence by championing effective client relationship management, customer satisfaction, and consistent service standards across all platforms.
- **Corporate Social Investment (CSI):** Define and execute BIPA's social investment agenda, building partnerships that promote sustainable community and socio-economic development.
- **Research and Pricing:** Oversee research initiatives and pricing strategies to support informed decision-making and position BIPA's services as relevant and competitive within the market.
- **Financial Stewardship:** Prepare and manage the division's budget in alignment with corporate goals, ensuring financial accountability, effective resource utilisation and regular performance monitoring.
- **Staff and Performance Management:** Lead, develop and motivate staff to achieve operational excellence in line with BIPA's Performance Management Framework, fostering a culture of accountability, professionalism, and continuous improvement.
- **Stakeholder Engagement:** Build and maintain strong relationships with key internal and external stakeholders to enhance BIPA's responsiveness, innovation, and alignment with best practices.

Minimum Requirements:

- A Master's Degree in Marketing / Communication, or a related field at NQF Level 9.
- A valid Code B Driver's License is required.

Experience Required:

- Ten (10) years of relevant experience in Marketing / Corporate Communication / Client Management Services, of which at least five (5) years must have been at managerial level.

Key Competencies:

- **Strategic and Business Acumen:** Proven ability to develop and implement strategic and business plans that drive organisational objectives and long-term sustainability.
- **Corporate Governance and Legislative Insight:** Advanced understanding of governance frameworks, relevant legislation, and BIPA's regulatory environment.
- **Marketing, Corporate Communication and Client Management Expertise:** Strong proficiency in marketing strategy, brand positioning, corporate communication, and client relationship management.
- **Leadership and People Management:** Demonstrated capability to inspire, develop, and lead diverse teams, fostering collaboration, accountability, and high performance.
- **Analytical and Decision-Making Skills:** Strong conceptual, analytical, and problem-solving abilities to inform sound business decisions and strategic planning.
- **Relationship and Stakeholder Management:** Excellent networking and interpersonal skills, with the ability to build trusted partnerships across all levels.
- **Communication and Presentation Skills:** Exceptional written and verbal communication, report writing, and presentation skills in English.
- **Technological Proficiency:** Advanced working knowledge of MS Office and desktop publishing applications.

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- **Personal Attributes:** Demonstrates integrity, professionalism, adaptability, tenacity, stress tolerance, emotional and cultural intelligence, and a high level of innovation and assertiveness.

Application Procedure:

- A cover letter, providing a detailed motivation for the position, signed by the applicant.
- An updated detailed curriculum vitae, including at **least two** professional references (including the name, position, organisation, email address, and contact number of the reference).
- Certified copies of the highest academic qualifications attained.
- Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation of qualification should be attached.
- A Certificate of Conduct from the Namibian Police, not older than six (6) months, must be submitted.
- Certified copies of Identity Documents and all other supporting documents.
- Preference will be given to Namibian citizens.
- Vetting will be conducted on all shortlisted candidates.

Scan this code or click the link below to access online applications via the recruitment portal.

<https://foresight.visions.com.na/>

Only online applications via Visions Foresight will be accepted. No emailed- or manual applications will be accepted.



In terms of the Affirmative Action (Employment) Act 29 of 1998, people from designated groups and persons with disabilities who meet the prescribed advertised requirements are encouraged to apply.

Only shortlisted candidates will be contacted. Kindly note that submitted documents will not be returned to applicants.

Kindly note: For any technical or application-related support regarding the Foresight online platform, the Visions Helpdesk is available during workdays, **Monday to Friday during office hours (08:00 – 17:00)**. For assistance, please contact us at recruitment@visions.com.na