



**BUSINESS AND INTELLECTUAL  
PROPERTY AUTHORITY**  
*Protecting Entrepreneurship and Innovation*

# VACANCY

## Executive: Finance and Administration

### 5-YEAR CONTRACT

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.

**Business Unit** : Finance and Administration  
**Duty Station** : Windhoek  
**Job Grade** : E2  
**Closing Date** : **Friday 24 April 2026 at 16:00 p.m.**

**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 leading Authority driving sustainable economic transformation for shared prosperity.

**Mission:**  
We provide an enabling environment in Namibia for a thriving Creative Industry, Enterprise and Inclusive Economy through ease of doing business and protection of intellectual assets.

**Values:**  
People Centric, Integrity, Innovation.

**Primary Purpose of the Job:**  
The Executive: Finance and Administration is responsible for strategically leading and directing the financial and administrative functions of BIPA, driving financial sustainability, sound governance, and efficient support services to enable organisational performance and maximise stakeholder value.

- Key Performance Areas:**
- **Strategic Financial Management and Policy Development:** Provide strategic direction for financial management, investment strategies, resource allocation, and financial policy frameworks aligned to BIPA's strategic objectives.
  - **Finance and Administration Leadership:** Lead and direct the Finance and Administration function, translating strategic priorities into operational plans and overseeing the effective delivery of departmental objectives and performance targets.
  - **Executive Management and Strategic Advisory:** Contribute as a member of the Executive Management team, supporting the Chief Executive Officer (CEO) and advising on financial strategy, business initiatives, organisational performance, and Board and Committee matters.
  - **Financial Governance and Control:** Drive sound financial management practices, including internal controls, financial reporting, audit processes, and alignment with applicable accounting standards and legislative requirements.
  - **Financial Planning and Performance Monitoring:** Oversee financial planning to support short- and long-term sustainability, including monitoring financial performance, value for money, and overall organisational financial health.
  - **Communication and Reporting:** Provide clear and effective financial reporting and communication to Executive Management, the Board, and stakeholders, supporting transparency and informed decision-making.
  - **Administration and Support Services:** Provide strategic oversight of administrative functions, including procurement, asset management, facilities, and related support services to enable efficient organisational operations.
  - **Staff and Performance Management:** Lead, develop, and manage the Finance and Administration team, driving performance, accountability, and continuous professional development in line with BIPA's Performance Management Framework.

**Minimum Requirements:**

- A Master's Degree in Accounting, Finance, Management Accounting (NQF Level 9) and ACCA / CIMA / CA.
- A valid Code B Driver's License is required.

**Experience Required:**

- Ten (10) years of relevant working experience, of which at least five (5) years must have been at senior managerial level in a financial environment.

- Key Competencies:**
- **Strategic and Financial Acumen:** Proven ability in financial management, financial planning, business analysis, and strategic formulation to support organisational objectives and long-term sustainability.
  - **Corporate Governance and Legislative Insight:** Advanced understanding of financial policies, procedures, applicable legislation, and governance frameworks within a regulatory environment.
  - **Financial Management and Administration Expertise:** Strong proficiency in financial analysis, costing methodologies, financial processes, and financial administration.
  - **Leadership and People Management:** Demonstrated capability to provide strategic leadership, manage teams effectively, and drive performance and accountability.
  - **Analytical and Decision-Making Skills:** Strong analytical, conceptual, and problem-solving abilities, with sound judgement and decision-making capability.
  - **Stakeholder Engagement and Relationship Management:** Ability to build and maintain effective relationships with internal and external stakeholders.
  - **Communication and Reporting Skills:** Strong written and verbal communication skills, including the ability to present financial information clearly to executive and governance structures.
  - **Operational and Business Management Skills:** Ability to integrate financial and operational considerations to support efficient service delivery and organisational effectiveness.
  - **Personal Attributes:** Demonstrates integrity, professionalism, adaptability, attention to detail, emotional and cultural intelligence, and a strong service-oriented mindset.

- 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/>



**VISIONS**  
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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](mailto:recruitment@visions.com.na)