

# VACANCY



BUSINESS AND INTELLECTUAL  
PROPERTY AUTHORITY  
*Protecting Entrepreneurship and Innovation*

## VACANCY

### Executive: Legal and Compliance

### 5-YEAR CONTRACT

**Business Unit:** Legal and Compliance  
**Duty Station:** Windhoek  
**Job Grade:** E2  
**Closing Date:** Friday, 21 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 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:** Accountability, Service Excellence, Teamwork, Empowerment, Integrity, and Innovation.

#### Primary Purpose of the Job:

The Executive: Legal and Compliance is responsible for strategically leading and managing BIPA's legal, compliance, and litigation functions to uphold regulatory integrity, mitigate legal risks, promote organisational adherence to legislation, and drive effective dispute resolution.

#### Key Performance Areas:

- **Strategic Legal Leadership:** Provide strategic direction and oversight for the Legal and Compliance functions, driving adherence across all BIPA operations to relevant legislation, regulatory requirements, and corporate governance standards.
- **Legal Advisory and Strategic Counsel:** Provide authoritative legal guidance and strategic interpretation of legislation and policies to the Board, Executive Management, and business units, strengthening decision-making, mitigating organisational risk, and reinforcing BIPA's legal integrity across all operations.
- **Compliance Oversight and Governance:** Lead the development and execution of an integrated compliance framework that aligns BIPA with national and international legal standards, embedding a culture of ethical conduct, proactive risk management, and continuous assurance through rigorous compliance audits and targeted interventions.
- **Litigation Management:** Lead and coordinate all litigation activities, including the oversight of external legal counsel, developing, and executing effective litigation strategies to resolve disputes efficiently, protect the Authority's legal interests, and minimise potential risks and liabilities.
- **Policy Development and Compliance Culture:** Formulate, review, and update legal and compliance policies and procedures to align with statutory requirements and governance best practices, while promoting organisational awareness and accountability through targeted training and capacity-building initiatives.
- **Reporting and Legal Assurance:** Prepare, consolidate, and present comprehensive reports on legal, compliance, and governance matters to the Executive Management and Board, providing informed insights that support oversight, transparency, and strategic decision-making.
- **Compliance and Risk Mitigation:** Oversee adherence to international intellectual property (IP) laws and related regulatory frameworks, including Anti-Money Laundering (AML) provisions where applicable, identifying exposure areas, and implementing measures to mitigate legal and operational risks.
- **Dispute Resolution:** Manage and guide the resolution of IP and/or relevant legal infringement matters, oppositions, and cancellation actions, delivering timely and effective pre-litigation interventions that protect BIPA's legal standing and uphold the integrity of its regulatory mandate.
- **Cross-functional Collaboration:** Collaborate with cross-divisional teams such as Research and Development, Product Development, and Marketing to identify, secure, and safeguard emerging business registration and IP assets, embedding compliance considerations into innovation and service delivery processes.
- **Stakeholder and Regulatory Engagement:** Foster collaborative relationships with internal departments, regulators, clients, external legal counsel, and international authorities, representing BIPA with professionalism and integrity in national and global legal and regulatory forums to strengthen compliance coordination and institutional reputation.
- **Drafts and Reviews Contracts and Legal Documents:** Scrutinises the organisation's legal documentation such as standard contracts and ensures compliance with legal requirements. Drafts contracts for ventures BIPA wishes to undertake. Acts proactively to prevent public liability or contractual or delict claims.

- **Budget Management:** Prepares, monitors and account for the department's budget.

#### Minimum Requirements:

- A Master of Law (LLM) Degree in International Trade, Intellectual Property, Business Law, Governance, 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 legal / regulatory / compliance environments, of which at least five (5) years must have been at managerial level.
- Admitted as legal practitioner.

#### Key Competencies:

- **Legal and Regulatory Expertise:** Comprehensive understanding of business law and regulatory frameworks relevant to BIPA's mandate.
- **Intellectual Property and Compliance Proficiency:** In-depth knowledge of intellectual property rights, compliance management systems, and enforcement of regulatory provisions such as Anti-Money Laundering (AML).
- **Strategic and Analytical Thinking:** Strong capability to interpret complex legal issues, assess risks, and develop strategies that safeguard organisational integrity and support institutional objectives.
- **Governance and Ethical Leadership:** Demonstrates a deep understanding of governance principles and ethical practices, fostering a culture of transparency, accountability, and integrity across all operations.
- **Policy Development and Advisory Capability:** Proven ability to draft, review, and interpret laws, contracts, and policies, providing sound legal advice to the Executive and Board for informed decision-making.
- **Litigation and Dispute Resolution:** Skilled in managing litigation, coordinating external counsel, and resolving disputes effectively to protect the Authority's legal and reputational interests.
- **Stakeholder and Regulatory Engagement:** Excellent ability to liaise with government bodies, regulators, industry partners, and international authorities to promote compliance collaboration and institutional credibility.
- **Leadership and People Management:** Demonstrated capacity to lead, mentor, and motivate multidisciplinary teams, driving performance, professionalism, and continuous improvement.
- **Communication and Representation Skills:** Exceptional written and verbal communication, advocacy, and presentation abilities, with the capacity to articulate complex legal concepts clearly and persuasively.
- **Personal Attributes:** Displays integrity, sound judgment, confidentiality, adaptability, and professionalism in managing sensitive legal and compliance matters.

#### 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.**



**VISIONS**  
CONSULTING  
IMAGINE YOUR FUTURE

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)