



PATENTS AND COMPANIES REGISTRATION AGENCY

The Patents and Companies Registration Agency (PACRA) is a corporate body established under the PACRA Act No. 4 of 2020.

The Agency is inviting applications from suitably qualified, dynamic, self-motivated, pro-active and experienced persons to fill the positions of:

- (i) Application Developer
- (ii) Database Administrator
- (iii) Accounts Assistant

(1) APPLICATION DEVELOPER (LUSAKA)

SALARY SCALE: P 4

REPORTS TO: Systems Analyst – Business Applications

JOB PURPOSE

To develop where prescribed, computer systems in PACRA and to ensure their services and facilities meet business needs through integration of various systems as well as to provide support in the implementation of any outsourced systems.

Overall Responsibilities

a) Systems Analysis and Development and Testing

Carry out requirements Analysis, Design, development and implementation for systems that will assist in achieving a sustainable increase in efficiency and effectiveness of the Agency

b) Systems Analysis and Development

Carry out requirements Analysis, Design, development and implementation for systems that will assist in achieving a sustainable increase in efficiency and effectiveness of the Agency

c) Documentation

Document all systems developed according to system development standards and ensure that the accepted methodology is followed.

d) Systems Integration

Strengthen existing information systems to enhance efficiency, coordination and complete integration between various PACRA systems.

e) Procedures

Develop and implement ICT systems development standards and procedures

f) Enhancements

Ensure that system enhancements are effected as prescribed

Ensure that system amendments are tested before installation

Additional details of exceptional aspects of the demands of the role:

- a) The job requires a good level of innovation and the holder is expected to be proactive in ICT issues,
- b) The jobholder is expected to continuously update his/her knowledge on various development technologies to resolve any ICT problem affecting users, and
- c) The jobholder is expected to advise management on what systems can be procured or developed for use in response to system requirements.

Minimum qualifications and attributes

- a) Full Grade 12 School Certificate or its equivalent, with credits or better in English and Mathematics.
- b) Degree in Computer Science or equivalent.
- c) Not less than three years' experience in the Information and Communication Technology profession.
- d) Experienced in React.JS, JavaScript or Type Script.
- e) Knowledgeable in development frameworks such as Bootstrap.
- f) Skilled in HTML5 and CSS.

(2) DATABASE ADMINISTRATOR (LUSAKA)

SALARY SCALE: P 4

REPORTS TO: Systems Analyst – Business Applications

JOB PURPOSE

Responsible for planning, designing, implementing and maintaining of database structures, handling troubleshooting of data corruption and ensuring that procedures for database administration and recovery are in place.

Overall Responsibilities

a) Database Design

Designs effectively the databases in order to facilitate storage of data.

b) Database Maintenance

Maintains effectively an up-to-date database in order to ensure data integrity and accurate information.

c) Data Security and Recovery

Proactively undertakes regular backups of the database to facilitate quick system recovery.

d) Access Violations

Monitors security and data violations in order to identify and seal loopholes.

e) Reporting

Provides statistical and analytical information for use by various stakeholders.

f) Database Development

Effectively develops, implements and maintains Databases in order to automate business processes.

Additional details of exceptional aspects of the demands of the role:

- a) The job requires a good level of innovation and the holder is to be proactive in ICT issues.
- b) The jobholder is expected to continuously update his/her knowledge on various development technologies to resolve any ICT problem affecting users.
- c) The jobholder is expected to advise management on what systems can be procured or developed for use in response to system requirements.

Minimum qualifications and attributes

- a) Full Grade 12 School Certificate or its equivalent, with credits or better in English and Mathematics.
- b) Degree in Information Technology or equivalent.
- c) 2 years relevant experience in database management.
- d) Knowledgeable in Information Technology practices, standards, and protocol
- e) Knowledge of SAN systems such as EMC or NetApp
- f) Analytic mind-set and good problem-solving skills.
- g) Excellent verbal and written communication skills.
- h) Highly organized and responsible.
- i) Aware of current trends and developments in database administration.
- j) Professional certification in Database Management will be an added advantage.
- k) Experience in Power BI will be an added advantage.

3) ACCOUNTS ASSISTANT (CHIPATA)

SALARY SCALE: P 5

REPORTS TO: Assistant Accountant

JOB PURPOSE

To assist in the provision of timely and accurate financial information. The successful candidate will report to the Assistant Accountant and will be responsible for:

- a) Timely preparation of bank reconciliation statements.

- b) Timely processing of payments.
- c) Timely receipting and banking of Government revenue.
- d) Efficient management of fuel for the office pool vehicle.
- e) Timely retirement of, and request for operational funds.
- f) Systematic filling of all accounting documents.
- g) Management of Fixed Assets at the regional office.

Additional details of exceptional aspects of the demands of the role:

- a) The job requires a good level of innovation;
- b) The jobholder is expected to advise management on all matters affecting financial function at the station.

Qualifications and attributes:

- a) Full Grade 12 School Certificate or its equivalent, with credits or better in English and Mathematics.
- b) CA Application Advanced Diploma in Accountancy/ ACCA Advanced Diploma in Accounting and Business/ CIMA Advanced Diploma in Management Accounting or equivalent.
- c) Minimum of three (3) years proven relevant experience in a similar position in a reputable organization.
- d) Must be a member of ZICA.
- e) Experience in working with Pastel Accounting package.
- f) Excellent Microsoft excel and word skills.
- g) Analytical skills.
- h) Ability to maintain confidentiality.
- i) Integrity.
- j) Trustworthy.
- k) Proactive.
- l) Team Player.
- m) Ability to work under pressure with minimum supervision

HOW TO APPLY:

Suitably qualified interested persons should send their application letters together with detailed Curriculum Vitae with three (3) traceable referees and certified copies of academic and professional qualifications in a sealed envelope, clearly stating the position being applied for to the address below not later than **30th April 2022**.

**The Human Resource and Administration Manager
Patents and Companies Registration Agency**

**P.O. Box 32020
PACRA House,
LUSAKA**

PLEASE NOTE THAT ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED