



PATENTS AND COMPANIES REGISTRATION AGENCY

EXECUTIVE RECRUITMENT

REGISTRAR AND CHIEF EXECUTIVE OFFICER

The Patents and Companies Registration Agency (PACRA) is a statutory body under the Ministry of Commerce, Trade and Industry (MCTI), established under the Patents and Companies Registration Agency Act, No. 4 of 2020. The principal mandate of the Agency is to provide business and intellectual property registration services. Additionally, the Agency is responsible for the management of the collateral registry for movable property as well as accreditation of insolvency practitioners.

In order to achieve its mandate, PACRA seeks the services of a committed, vibrant, innovative, and strategically focused and business oriented Zambian nationals to fill the vacant of **Registrar and Chief Executive Officer**.

1.0 PURPOSE OF THE JOB

The job holder shall be accountable to the Board of Directors and responsible for the overall strategic business direction of the Agency in order to successfully realise its mission, vision, objectives and goals within its stated policies and guidelines.

2.0 KEY RESPONSIBILITIES

- 2.1 Directing the development and implementation of strategic business plans, budgets, policies, and operational guidelines designed to sustain and achieve growth within set time frames.
- 2.2 Ensuring the development of a comprehensive institutional budget and efficient application of capital aimed at providing financial and material resources required to achieve the Agency's plans.
- 2.3 Implementing budgetary control and monitoring budgetary performance for the Agency and ensuring that quick action is taken to correct budget overruns, if any;
- 2.4 Evaluating the Agency's budget plans including strategies against objectives and ensuring that the budget is approved by the Board timeously.

- 2.5 Providing dynamic leadership to employees and motivating and empowering them to optimise value for all the Agency's stakeholders by ensuring that they have the necessary tools and skills to perform their duties and ensure senior management meetings are held monthly.
- 2.6 Directing the establishment of sound human resources policies, systems, and procedures designed to supply, maintain, and motivate suitably qualified staff in all areas of the Agency's operations.
- 2.7 Reviewing constantly the Agency's performance against set objectives and plans given the prevailing social, political, and economic trends on the local and international scene, and instituting decisive measures, plans and strategies that take advantage of the Agency's full potential.
- 2.8 Monitoring and authorising the utilisation and application of the Agency's finances and expenses in line with budget plans and projects.
- 2.9 Consolidating and producing regular and Adhoc reports to the Board and relevant stakeholders on the Agency's affairs; reporting and providing pertinent advice to the Board of Directors on the performance and status of the Agency and its business so that appropriate decisions and actions are chartered.
- 2.10 Controlling and coordinating the activities and functions of the Agency in pursuit of enhancing efficiency and effectiveness through administrative and managerial actions thereby ensuring that the Agency's assets are protected and well maintained.
- 2.11 Determining and directing the overall sustainability and viability of the Agency
- 2.12 Ensuring that the Agency is compliant with all legal and regulatory requirements and that statutory and regular Agency Reports are submitted within deadlines.
- 2.13 Developing a conducive corporate culture that demonstrates the Agency's Values and Business Philosophy and espouses good work ethics, performance standards, operating principles, and good corporate governance in order to project a positive image of the Agency to local and international business communities and the public at large. The Registrar shall be the chief spokesperson on all affairs pertaining to the Agency.
- 2.14 Leading major business negotiations with strategic business partners and customers to optimise business and sustainability of the Agency.
- 2.15 The Registrar and CEO shall also exercise the powers and duties as shall be delegated by the Board of Directors from time to time.

3.0 QUALIFICATIONS AND EXPERIENCE

- (i) Grade 12 with five (5) “O” Levels with credit or better in Mathematics and English Language.
- (ii) Bachelor’s degree in law (LLB)
- (iii) Master of Business Administration.
- (iv) Must be a Legal Practitioner of at least ten (10) years’ experience.
- (v) A least six (6) years should be at senior management position.
- (vi) Strong understanding of risk management, compliance and regulatory requirements.
- (vii) Demonstrable experience in developing business strategies and successfully leading their implementation.
- (viii) Strong understanding of corporate finance, governance and performance management principles.
- (ix) Familiar with diverse business functions such as risk and audit, finance, human resource, business development, marketing, public relations, etc.
- (x) In-depth knowledge of Corporate Governance and general management best practices.
- (xi) Performing other functions as outlined in the Performance Contract and Board Charter.

How to Apply;

Suitably qualified and interested persons should send their application letters together with detailed CVs with three (3) traceable referees and certified copies of academic and professional qualifications in a sealed envelope and clearly marked “Application for **Registrar and Chief Executive Officer** position” to the address below:

**The Board Chairperson
Patents and Companies Registration Agency
8471 PACRA House,
Haile Selassie, Longacres
P.O. Box 32020
LUSAKA**

Closing date for receipt of applications is **21st April 2023**.

PLEASE NOTE THAT ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED