



PATENTS AND COMPANIES REGISTRATION AGENCY

EMPLOYMENT OPPORTUNITY

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.

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

DEPUTY REGISTRAR – INTELLECTUAL PROPERTY (1)

1.0 JOB PURPOSE:

To supervise and coordinate the registration of trademarks, industrial designs, copyright and the grant of letters patents in order to facilitate protection of Intellectual Property Rights and generate income for Agency.

2.0 GRADE AND REPORTING LINE

Salary Grade P1 and reporting to the Registrar and Chief Executive Officer.

3.0 KEY RESPONSIBILITIES

- (1) Supervise and coordinate effectively the registration of Trademarks, Industrial Designs and Copyright and related Rights.
- (2) Supervise and coordinate effectively the grant of Letters Patents and Utility Model certificates.
- (3) Reviewing applications to determine whether they meet legal requirements for registrations.
- (4) Providing advice to clients regarding filing requirements for applications for registrations all types of Intellectual Property Rights.
- (5) Communicating with clients regarding the status of applications and providing information about available options and other IP processes.

- (6) Ensuring compliance with notices issued by the Registrar relating to Pre-registration and post-registration procedures.
- (7) Coordinate effectively the identification of relevant case law and materials and the preparation of preliminary opinions and briefs to facilitate adjudication of Opposition and Expungement cases by the Registrar.
- (8) Provide effectively case management support to the Registrar in order to improve the efficiency in delivery of decisions by the Registrar.
- (9) Ensuring effective planning and preparations for National and International Training/Workshops/Conferences and Awareness programs programmes on Intellectual Property.
- (10) Coordinates effectively the dissemination of IP information in order to educate the public on the importance of intellectual property protection.
- (11) Coordinate and supervise effectively collective management of copyright
- (12) Ensures timely review of Intellectual Property Laws in order to facilitate the development of appropriate bills and statutory instruments.
- (13) Initiates timely the formulation and review of IP strategies and policies in order to provide guidelines on intellectual property.
- (14) Manages effectively human, financial and other resources in order to ensure attainment of the department's objectives.

4.0 QUALIFICATIONS & EXPERIENCE

- Full Grade 12 with five (5) "O" Levels with credit or better in Mathematics and English Language or equivalent.
- Degree in Law/Sciences/Business Administration/Economics and Intellectual Property.
- Master's Degree in law or Intellectual Property Law or a Certificate to practice law will be an added advantage.
- Minimum of three (3) years relevant work experience at senior management in a similar Institution
- Demonstrable experience in IP administration, commercialisation or adjudication
- In-depth knowledge of intellectual property matters.

How to Apply

Applicants who meet the respective stated qualifications and experience should submit their applications with detailed curriculum vitae and certified copies of their academic and professional qualifications including details of three (3) traceable referees and their contact numbers not later than 17:00hrs on **23rd August 2023** clearly stating on top of the envelop the position applied for **“Application for Deputy Registrar – Intellectual Property”** to:

**The Registrar and Chief Executive Officer
Patents and Companies Registration Agency
8471 PACRA House, Haile Selassie, Longacres
P.O. Box 32020
LUSAKA**

PLEASE NOTE THAT ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED