



PATENTS AND COMPANIES REGISTRATION AGENCY

EMPLOYMENT OPPORTUNITIES

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 persons to fill the positions below.

1.0 SENIOR MANAGEMENT POSITIONS

1.1 Deputy Registrar – Commercial (x1) – Grade P1

1.2 Director Human Resource & Administration (x1) – Grade P2

1.3 Manager – Public Relations (x1) – Grade P3

NON – MANAGEMENT POSITIONS

1.4 Corporate Planning Officer (x1) – Grade P4

1.5 Data Analyst (x1) – Grade P4

1.6 Stores Officer (x1) – Grade P5

The full job advertisements with the required minimum qualifications for the above positions can be accessed through the PACRA website at www.pacra.org.zm

2.0 APPLICATION PROCESS

Candidates interested to apply for any of the above-mentioned positions should submit their application letters with detailed curriculum vitae and certified copies of academic and professional qualifications in **One PDF Document** to the email address jobs@pacra.org.zm clearly stating in the subject line the position applied for. Hand delivered or posted applications will **NOT** be accepted.

3.0 CLOSING DATE

The closing date for receipt of applications will be **Friday, 26th January 2024 at 17.00 hours**. Only shortlisted candidates will be contacted.