



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 – COMMERCIAL (1)

1.0 JOB PURPOSE:

To provide strategic direction and supervision in the provision of business registration and post-registration services in order to promote orderly trade and entrepreneurship.

2.0 GRADE AND REPORTING LINE

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

3.0 KEY RESPONSIBILITIES

KEY RESULT AREA	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Strategic Planning and Implementation	Formulate and implement strategies and goals set out in the Agency's Strategic Plan related to the department.
Registration Services	Ensure effective and efficient registration of companies and business names, charges (for both movable and immovable property) and accreditation of insolvency practitioners.
Professional Advice	Provide expert advice to stakeholders to enhance lawful and orderly business operations.
Compliance	Formulate strategies to ensure compliance.
Records Management	Ensure effective records management.

Monitoring and Evaluation	Coordinate periodically the monitoring and evaluation of the activities in order to facilitate appropriate intervention measures.
Law and Policy	<ol style="list-style-type: none"> 1. Conduct timely review of commercial laws and policies. 2. Develop appropriate bills and statutory instruments for implementation of laws.
Communication	Attend timely to all communication on matters relating to the department.
Notices	Coordinate publication of notices relating to the department in compliance with the provisions of laws.
Budgeting and Cost Management	Develop and implement the annual operating and capital expenditure budget for Commercial to ensure it is consistent with overall strategic objectives.
Risk Management	<ol style="list-style-type: none"> 1. Identify, manage, and mitigate departmental risks to reduce exposure and maximise business opportunities to enable the Agency to meet its objectives. 2. Oversee risk management by constantly reviewing the risk register to reduce or eliminate the exposure of the Agency to risks associated with the Procurement Function. 3. Ensure resolution of audit queries for the department.
Capacity Building	<ol style="list-style-type: none"> 1. Identify training needs and trends in the profession relevant to the long-term effectiveness of the department. 2. To lead, Coach and mentor staff.

4.0 QUALIFICATIONS & EXPERIENCE

- Full Grade 12 Certificate or equivalent with at least 5 credits including English and Mathematics.
- Degree in Law or Business Administration
- Master's Degree Law or any relevant filed will be an added advantage.
- Minimum of five (5) years relevant work experience at senior management in a similar Institution

How to Apply

Applicants who meet the respective stated qualifications and experience should submit in **One PDF Document** 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 **26th January 2024** to the email address jobs@pacra.org.zm clearly stating in the subject line **“Application for Deputy Registrar – Commercial”** 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