



## **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:

#### **STORES OFFICER (1)**

##### **1.0 JOB PURPOSE:**

To carry out the storage and distribution of goods in order to ensure their safety and availability to end users.

##### **2.0 GRADE AND REPORTING LINE**

Salary Grade P5 and reporting to the Management Accountant.

##### **3.0 KEY RESPONSIBILITIES**

<b>KEY RESULT AREA</b>	<b>PRINCIPAL ACCOUNTABILITIES</b>
Receipt of goods	Receives and inspects goods to ensure their conformity to specifications.
Storage	Undertakes effectively storage of goods in order to ensure their availability and safe custody.
Distribution	Carries out timely distribution of goods to ensure their availability to end users.
Maintenance of records	Maintains accurately stock records of receipt and issues in order to ensure accountability.
Identification of disposable items	Carries out timely identification of obsolete, redundant, scrap and surplus goods to facilitate their disposal.

Stock Taking	Carries out monthly stock take of all stock items to ensure accountability.
Asset management	Assist in asset verification exercise by tagging new procured assets, identification of obsolete, damaged, scrap etc. to facilitate repair or disposal.

#### 4.0 QUALIFICATIONS & EXPERIENCE

- Full Grade 12 Certificate or equivalent with at least 5 credits including English and Mathematics.
- Minimum of Advanced Diploma in Chartered Institute of Purchasing and Supply (CIPS).
- Minimum of four (4) years of relevant experience in a similar Institution.
- Knowledge of financial operations shall be an added advantage.
- Membership of the Zambia Institute of Purchasing & Supply (ZIPS) with a valid practicing licence.

#### 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 **26<sup>th</sup> January 2024** to the email address [jobs@pacra.org.zm](mailto:jobs@pacra.org.zm) clearly stating in the subject line **“Application for Stores Officer”** to:

**The Director Human Resource & Administration  
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**