



## 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.

In its continuing efforts to improve service delivery, the Agency is looking for a results-driven, self-motivated and experienced person to fill the position of **Personal Assistant** to the Registrar and Chief Executive Officer.

The job specifications with details on the required minimum qualifications, work experience and other attributes for the above position can be accessed through the PACRA website at [www.pacra.org.zm](http://www.pacra.org.zm)

### **APPLICATION PROCEDURE**

Candidates interested in the job should submit their application, including their Curriculum Vitae, copies of academic and professional qualifications certified by the Zambia Qualifications Authority, National Registration Card and a cover letter addressed to the Registrar and Chief Executive Officer in **One PDF Document** to be emailed to [jobs@pacra.org.zm](mailto:jobs@pacra.org.zm)

Kindly ensure that the qualifications are verified by Zambia Qualifications Authority.

Physical applications will **NOT** be accepted.

### **CLOSING DATE**

The closing date for receipt of applications is **Monday, 2<sup>nd</sup> December 2024**. **Only shortlisted** candidates will be contacted for interviews.

## **JOB DESCRIPTION - PERSONAL ASSISTANT**

### **1. JOB PURPOSE**

To provide administrative support to the Registrar and Chief Executive Officer to enhance operations.

<b>2. <u>KEY RESULT AREA</u></b>	<b><u>PRINCIPAL ACCOUNTABILITIES</u></b> <b><u>(MAIN DUTIES)</u></b>
Secretarial services	Prepare accurately all draft correspondences and documents for the CEO to facilitate the conveyance of information and decisions.
Filing	Maintain a correspondence register and a suitable office filing system.
Communication	<ol style="list-style-type: none"><li>1. Attend promptly to all confidential and other documents from both internal and external sources to facilitate appropriate attention and action.</li><li>2. Safeguard all confidential information.</li><li>3. Keep an accurate record of correspondence to ensure timely attention and action.</li><li>4. Attend promptly to all phone calls and mail in order of priority to enhance quick flow of information.</li></ol>
Diary Management	Manage and prioritise the CEO's schedules.
Reception	Attend to clients promptly.
Meetings	<ol style="list-style-type: none"><li>1. Organise and prepare for meetings.</li><li>2. Manage the use of conference rooms.</li><li>3. Take minutes of the Monthly Management Meetings</li></ol>

Travel	Handle all domestic and international travel arrangements.
General Enquiries	<ol style="list-style-type: none"> <li>1. Attend promptly to general inquiries to facilitate the dissemination of correct information.</li> <li>2. Liaison between CEO and departments and clients to ensure optimal use of the CEO's time.</li> </ol>
Other duties	Perform any other related duties that the supervisor may reasonably request from time to time.

### **3. REPORTING RELATIONSHIPS**

#### **Reports To:**

Registrar & Chief Executive Officer

### **4. KNOWLEDGE AND SKILLS REQUIREMENTS**

- Full Grade Twelve (12) School Certificate or its equivalent
- Bachelor's Degree in Business Administration, Public Administration or any relevant degree.
- Diploma in Secretarial Studies
- 5 years work experience in a similar role
- Membership to the Professional Secretaries Association of Zambia

### **5 Other Skills/Attributes:**

- Proficiency in all Microsoft Office applications.

- Good communication skills
- Ability to work in a fast-paced environment.
- Excellent analytical, problem-solving and management skills.
- Excellent communication and decision-making skills.
- Ability to work with minimum supervision.
- Capable of handling confidential matters.
- Interpersonal Skills