PATENTS AND COMPANIES REGISTRATION AGENCY

EXTERNAL JOB 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 people to fill the positions of:

1.0   MANAGER – INTERNAL AUDIT

1.1   JOB PURPOSE:

To carry out audit tasks to achieve the Agency's objective to ensure compliance with statutory and other regulations as well as organizational Internal Controls and procedures.

1.2   GRADE AND REPORTING LINE

Salary Grade P3 and reporting to Director Internal Audit.

1.3   JOB DESCRIPTION

Key Result Area	Principal Accountabilities/Main Duties
Audit Planning	▪ Develop audit plans, action plans and resource allocation for the execution of the developed audit plans for the year.

Monitoring and Review of Audit Field Work	▪ Draft Develop the initial planning for all the audits assigned as per the audit plan. ▪ Conduct the preliminary survey for the audits and review the preliminary survey work for Internal Auditors assigned on the projects for all the audits assigned as per audit plan. ▪ Develop audit programs for all the audits. ▪ Hold entrance and exit meetings for audits carried out in the year, at the beginning and end of each audit assignment. ▪ Monitor the day-to- day progress on all work assigned to staff and ensure engagement objectives are achieved and quality is assured. ▪ Ensure audit reports are properly prepared in accordance with Internal Audit standards for agreed audits for the year, and sent to unit/section/station, at the end of each audit.
Consultancy and Investigations	▪ To carry out any assigned consultancy and investigations

Audit Follow-up	▪ To carry out all assigned implementation reviews (audit tracking) of recommendations
Resource Management	▪ Monitor usage of resources per each assignment and report accordingly through Team Tec. ▪ Attain the minimum specified productivity ratio
Other Duties	▪ Perform other related duties that the supervisor may reasonably request from time to time.

1.4 QUALIFICATIONS & EXPERIENCE

.

- Full Grade 12 school certificate Full Grade 12 Certificate with at least five (5) credits including English and Mathematics
- Bachelor's Full CIMA, ACCA, CISA, FRM and CIA, Degree in Finance, Risk Management, Accountancy or equivalent obtained from a recognised university and/or accounting qualification
- Minimum of three (3) years relevant experience

2.0 LEGAL OFFICER

2.1 JOB PURPOSE:

To provide legal services, legal advice and representation to the Agency in order to ensure that the operations of the Agency are within the established legal framework.

2.2 GRADE AND REPORTING LINE

Salary Grade P4 and reporting to Legal Counsel.

2.3 JOB DESCRIPTION

Key Result Area	Principal Accountabilities/Main Duties
Dispute Resolution	▪ Assist to draft and file court process to defend the Agency. ▪ Represent the Agency in litigation or alternative dispute resolutions.
Research and Legal Opinion	▪ Draft and render legal opinions for decision making. ▪ Undertake legal research on behalf of the Agency in order to safeguard the interests of the Agency.
Contract Management and other Legal Documents	▪ Draft agreements, legal documents and deeds on behalf of the Agency. ▪ Review agreements, legal documents and deeds received by the Agency.

	- Liaise with the office of Attorney-General to obtain approval of agreements. - Participate in negotiation meetings with suppliers of goods, works and services ensuring that the objectives of the Agency are attained.
Legislation	- Draft Cabinet Memorandum seeking approval in principle, to introduce a bill in parliament. - Provide input in the development of layman's draft bills and statutory instruments. - Provide interpretation of legislation for decision making. - Advise the Agency on the impact of new laws on PACRA operations
Correspondence	Attends timely to all correspondence relating to legal matters
Record Keeping	Maintain a record and copies of all signed agreements and policies.
Other Duties	Perform other related duties that the supervisor may reasonably request from time to time.

2.4   QUALIFICATIONS & EXPERIENCE

- Full Grade 12 school certificate
- Bachelor's Degree in law (LLB)
- Valid Practicing Certificate
- Minimum of two (2) years relevant experience as a Legal Practitioner

3.0   APPLICATION DEVELOPER

3.1 JOB PURPOSE:

To design, build, and maintain both client-facing and server-side components of the agency's core business systems, ensuring end-to-end software solutions that are secure, scalable, and user-friendly

3.2   GRADE AND REPORTING LINE

Salary Grade P4 and reporting to Manager Digital Transformation

3.3   JOB DESCRIPTION

Key Result Area	Principal Accountabilities/Main Duties
Systems Development	▪ Implement both front-end user interfaces and back-end application modules using modern frameworks and programming languages. ▪ Develop services and integrations following secure, scalable, and modular approaches (e.g., service-oriented or microservices architecture).

	▪ Translate functional requirements into responsive, user-friendly front-end components and efficient server-side logic. ▪ Integrate internal and external systems through robust APIs and secure data exchange mechanisms.
Systems Testing	▪ Write and maintain automated tests across the stack (front-end unit tests, back-end integration tests, end-to-end tests) to ensure overall software quality. ▪ Apply rigorous debugging and testing practices, and participate in peer code reviews, following industry-standard secure coding guidelines.
Systems Documentation	▪ Produce and maintain developer documentation for both front-end and back-end parts of the system, including API references and design specifications. ▪ Document database schemas, data flows, and provide clear runbooks or guides for deploying and operating the system.

Systems Upgrade and Optimization	- Continuously refactor and improve code for performance, security, and maintainability across the full stack. - Optimise front-end load times and back-end processing efficiency (e.g., through query optimisation, caching strategies, code tuning). - Utilise continuous integration and delivery (CI/CD) pipelines and containerisation to automate deployments and ensure smooth updates to the system.
Data Management & Persistence	- Design and maintain relational and non-relational databases as needed, ensuring efficient data storage structures that meet application requirements. - Implement data integration and migration processes, maintaining data consistency across different components and systems. - Ensure compliance with data protection policies by implementing proper data backup routines, encryption, and audit logging in collaboration with database specialists.
Collaboration & Support	Engage in agile development activities (planning, stand-ups, reviews) and communicate effectively across front-end, back-

	end, and other stakeholders to achieve project goals.
	- Mentor and support junior developers, promoting best practices in coding, testing, and DevOps within the team. - Work with infrastructure/DevOps teams to ensure the application is properly deployed and configured in cloud or on-premises environments (using containers and orchestration as needed).
Other Duties	Perform other related duties that the supervisor may reasonably request from time to time.

3.1   QUALIFICATIONS & EXPERIENCE

- Full Grade 12 certificate (with at least 5 credits including English)
- Degree in Computer Sciences/Software Engineering or its equivalent.
- Minimum of three (3) years in professional software development, with involvement in both front-end and back-end development and evidence of successfully delivered features or projects.
- Experience working across multiple layers of an application (front-end, back-end, and database) and adapting to various project needs.

Technical Skills

- Proficiency in at least one back-end programming language (e.g., C#, Java, Python, or Node.js) and one modern front-end framework (e.g., React, or Vue.js).
- Experience with both relational and NoSQL databases (e.g., PostgreSQL, SQL Server, MongoDB), including designing schemas and writing efficient queries; familiarity with caching systems and cloud storage services.
- Familiarity with API design/integration (RESTful or GraphQL) and use of API documentation tools (OpenAPI/Swagger); hands-on experience with

automated testing and CI/CD pipelines to ensure code quality and rapid delivery.
- Knowledge of containerisation (Docker) and orchestration tools (Kubernetes or similar), and experience deploying applications to cloud platforms (AWS, Azure, or GCP) using Infrastructure as Code (e.g., Terraform).
- Understanding of distributed systems concepts (e.g., microservices, event-driven architecture, message queues) and ability to implement scalable solutions following best practice design patterns (MVC, MVVM, DDD, etc.).

Knowledge

- Strong understanding of secure coding practices and performance optimisation across the full stack, ensuring high-quality and maintainable code.
- Awareness of web accessibility standards (WCAG) and localisation/internationalisation considerations, as well as scalable system design principles for reliable back-end operation.

Desirable

- UI/UX design proficiency with demonstrated involvement in designing or improving user interfaces in live systems.
- Experience with advanced container orchestration platforms (especially Kubernetes) for deploying and managing applications.

How to Apply

Applicants who meet the respective stated qualifications and experience should submit their cover letter, curriculum vitae and certified copies of their academic and professional qualifications in one (1) PDF document to jobs@pacra.org.zm addressed to the **Director Human Resource and Administration** not later than 17:00hrs on **1st October 2025** clearly stating in the subject line the position applied for.

PLEASE NOTE THAT ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED