



PATENTS AND COMPANIES REGISTRATION AGENCY

JOB SPECIFICATIONS

1. JOB SEPCIFICATION

Job Title : Assistant Examiner-Trademarks
Grade : P4
Department : Intellectual Property

2. JOB PURPOSE

To conduct searches on new Madrid/International applications for Trademarks and Service Marks in order to facilitate registration of Madrid Trademarks and Service Marks.

3. KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPLE ACCOUNTABILITIES/MAIN DUTIES
Madrid Searches	Conduct accurately searches on new Madrid/international applications in order to facilitate examination.
Trademarks and Service Marks Searches	Conduct accurately searches on new Madrid Trademarks and service marks applications in order to facilitate examination.
Inspection of Applications	Inspect regularly all successful international applications on Trademarks and Service Marks

	in order to ensure compliance with the registration procedure.
Register of Madrid Marks and Service Marks	Maintain accurately an up-to-date register of Madrid marks and service marks in order to provide information.
Recording of Advertised Details and Statutes	Record accurately all details of the Journal and statutes into the Trademark register and folders in order to provide information for informed decisions.
Patents and Trademarks Journal	Accurately prepare data on Madrid/international Trademarks and Service Marks for publication in the Journal
Data Capturing	Accurately capture data of Trademark applications and registrations on the IPAS in order to facilitate easy retrieval for the users.
Other duties	Perform other related duties that the supervisor may reasonably request from time to time.

4. KNOWLEDGE AND EXPERIENCE REQUIRED

- a) Full Grade Twelve (12) School Certificate or its equivalent
- b) Diploma in Law/Social Sciences, Business Administration, Economics or Intellectual Property.
- c) Two (2) years relevant experience in a similar role.

5. OTHER SKILLS REQUIRED

- a) Good Communication Skills
- b) Computer Literate
- c) Sober character
- d) Courteous
- e) Innovative

6. Reporting Relationship

The jobholder reports to the Examiner - Trademarks

7. Duty Station

Lusaka
