



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 **Assistant Examiner Trademarks – Grade P4**.

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

APPLICATION PROCEDURE

Candidates interested in the job should submit their application, including their Curriculum Vitae, certified copies of academic and professional qualifications, national registration card (NRC) and a cover letter addressed to the Director Human Resource and Administration in **One PDF Document** to be emailed to jobs@pacra.org.zm clearly stating in the subject line, the position being applied for.

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 **Friday 24th January 2025**. Only **shortlisted** candidates will be contacted for interviews.

PACRA

JOB DESCRIPTION – ASSISTANT EXAMINER

1. IDENTIFICATION

Job Title : Assistant Examiner - Trade marks

Grade : P4

Department : Intellectual Property

2. JOB PURPOSE

To conduct searches on trade mark post registrations in order to facilitate validity of registration of marks.

3.

Key Result Area	Principal Accountabilities/Main Duties
Service Mark Searches	Conduct accurately searches on post registrations of marks in order to facilitate renewals and other changes
Inspection of Applications	Inspect regularly all successful registrations in order to ensure compliance with the post registration procedure.
Registers of Marks	Maintain accurately an up-to-date register of marks in order to provide information.
Records Advertised Details and Statutes	Record accurately all details of the Journal and statutes into the mark registers and folders in order to provide information for informed decisions.

Data Capturing	Accurately capture data of trade mark applications and registrations on the IPAS in order to facilitate easy retrieval for the users.
Patents and Trademarks Journal	Accurately prepare data on post registrations of marks for publication in the Journal
Filing	Undertake timely filing of all service mark files in order to ensure safe storage and quick retrieval.
Other Duties	Perform other related duties that the supervisor may reasonably request from time to time.

4. REPORTING RELATIONSHIPS

a) Reports To:

Examiner - Trademarks

5. KNOWLEDGE AND SKILLS REQUIREMENTS

- Full Grade Twelve (12) School Certificate or its equivalent
- Bachelor's degree in Law/Sciences/ Business Administration/Economics/Intellectual Property

6. OTHER SKILLS/ATTRIBUTES:

- Proficiency in all Microsoft Office applications.
- Good Communication Skills
- Computer Literate
- Sober character
- Courteous
- Innovative