

# VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of Deputy Registrar, Attorney General's Chambers (Registry of Companies & Intellectual Property) Saint Lucia.

## **JOB DESCRIPTION**

JOB TITLE	:	DEPUTY REGISTRAR
REPORTS TO	:	REGISTRAR OF COMPANIES AND INTELLECTUAL PROPERTY
SUPERVISES	:	ASSISTANT REGISTRAR
CLASSIFICATION	:	GRADE 16

### **A. RELATIONSHIPS AND RESPONSIBILITIES**

1. Works under the direction of, and reports to the Registrar of Companies and Intellectual Property, and is responsible for assisting the Registrar in ensuring the proper functioning of the Registry of Companies and Intellectual Property at all times.
2. Required to respond whenever necessary to the Attorney General and the Permanent Secretary on matters related to work.

### **B. DUTIES AND TASKS**

1. Assisting the Registrar in the performance of all duties relating to the registration of companies, business names, partnerships and intellectual property.
2. Assisting in the substantive examinations of applications for the registration of companies, business names, partnerships and intellectual property.
3. Performs, substantive examinations of trademark applications under the Trademark Act and Regulations;

4. In the absence of the Registrar, to act as Registrar of Companies and Intellectual Property.
5. Required when called upon, to write legal opinions on matters pertaining to Companies and intellectual property issues;
6. Required when called upon to attend meetings on intellectual property matters in Saint Lucia or overseas;
7. Administers granted patents and register utility model certificates ;
8. Carries out studies, programs or exchanges of items or services regarding domestic and international patent law;
9. Provides patent information services such as making available, for use by the public, in the prescribed manner, and on payment of any prescribes fees, patent literature.
10. Required to attend inhouse and external meetings, and other official activities as necessary.
11. Assist the Registrar with general supervision of staff.
12. Performs such other duties as may be assigned from time to time within the scope of responsibility.

**C. CONDITIONS**

1. Functions in scheduled travelling post and receives basic travelling and mileage allowance in accordance with approved rates.
2. Required to maintain a motor vehicle for the performance of duties.
3. Suitable office accommodation provided.
4. Salary and leave are in accordance with the terms stipulated in the Estimates of Expenditure, Collective Agreements and Terms and Conditions of Employment.
5. Institutional support is provided through Civil Service Regulations, Statutory Instruments and Agency guidelines.

6. Opportunities exist for career and personal development.
7. This post is non-pensionable.

**D. EVALUATION METHODS**

Work performance will be evaluated on the basis of the following:

1. Effective implementation of duties, responsibilities and assignments as defined in the job description.
2. Timely completion of duties/responsibilities.
3. Demonstrated supervisory capabilities and interpersonal skills
4. Number of problems investigated and relevance of prescriptions.
5. Attendance at inhouse and external meetings, and other official activities as required
6. Compliance with and responsiveness to supervision.
7. Punctuality and decorum.
8. Compliance with Agency guidelines and standard operating procedures.

**E. SKILLS, KNOWLEDGE AND ABILITIES**

1. Working knowledge of the Companies Act and Intellectual Property legislation;
2. A working knowledge of the structure of the Public Service and its administrative policies/procedures, and the ability to apply the rules/regulations.
3. Sound decision making skills;
4. Strong communication skills (oral and writing);
5. Good supervisory and interpersonal skills;

6. Effective coordinating and time management skills;
7. Working knowledge of Standard Operating Procedures contained in the Agency's Operations Manual particularly as it relates to area of responsibility;
8. Working knowledge of computer applications example, Microsoft Word, Excel, PowerPoint;
9. Ability to work as part of a team;
10. Ability to meet deadlines.

**F. QUALIFICATIONS AND EXPERIENCE**

- a. A Master's Degree in law majoring in Intellectual Property Law or Corporate Law **and** a Legal Education Certificate or equivalent recognized qualification to practice law in Saint Lucia **plus** a minimum of three (3) years' professional legal experience in a Commonwealth Jurisdiction;

OR

- b. A Bachelor's Degree in Law **and** a Legal Education Certificate or equivalent recognized qualification to practice law in Saint Lucia **plus** a minimum of five (5) years' professional legal experience in a Commonwealth Jurisdiction.

**G. SALARY AND ALLOWANCES**

Basic salary is at the rate of EC\$69,665.52 per annum plus the following allowances per annum:

Legal Allowance	\$18,000.00
Travel	\$7,620.00
Telephone	\$291.00

Applications, along with **two written references** and **certified copies** of documents pertaining to qualifications, should be addressed to:

The Secretary  
Judicial and Legal Services Commission  
2<sup>nd</sup> Floor, Heraldine Rock Building  
The Waterfront  
Castries  
Saint Lucia, W.I.

To reach him no later than **Monday, 6<sup>th</sup> August 2018**.

**NB:** Applications may also be submitted via email to [jisc@eccourts.org](mailto:jisc@eccourts.org). Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.