

SAINT VINCENT AND THE GRENADINES

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GOVERNMENT NOTICES

No. 66

APPOINTMENT

Mrs. Maha Afaneh, as a Pharmacist, Hospital Services, Ministry of Health, Wellness and the Environment, with effect from November 2nd, 2018.

PF 15518

14th May, 2019.

- Daily supervising all work on site.
- Keeping daily records of various aspects of the work.
- Compiling weekly reports.
- Attending site meetings.
- Reviewing contractor's monthly claims.
- Observing tests required by contract documents.

Qualifications and Experience:

Minimum requirements for the position are:

- Certificate, Diploma, and/or extensive knowledge in Construction Management, or Architecture.
- Five(5) years related experience.

General Requirements:

- A wide understanding of the building industry.
- Excellent communication skills.
- Accuracy and attention to detail.
- Ability to work well with a variety of staff.
- Good written communication skills.
- Ability to read architectural, structural, mechanical and electrical drawings.

Salary:

Salary will be commensurate with qualification.

Applications should include career and salary history, a resume of relevant experience, and the

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VACANCY

Clerk of Works

Applications are invited from suitably qualified persons to fill the position of **Clerk of Works** for:

1. The expansion and rehabilitation of the Campden Park Technical Institute and construction of a retaining wall on site of the Campden Park Technical Institute.
2. Construction of Science Laboratory at the Dr. J. P. Eustace Memorial Secondary School.

The Clerk of Works would be employed by the client, working under the direct supervision of the Architect, would be responsible for making sure that the work is carried out according to standards, construction drawings and specifications and schedules by:

names and contact numbers of two (2) referees to reach him no later than May 22nd, 2019.
and should be addressed to:

The Project Coordinator
Ministry of Education Project
Implementation Unit
1st Floor, Coreas Hazells Building
Halifax Street
Kingstown
St. Vincent & the Grenadines
Email: pmedubep@vincysurf.com

The Government reserves the right to withdraw or to re-advertise this position. Only suitable applications will be considered. Applicants will be short-listed and invited to attend interviews.

14th May, 2019.

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Applicant Job Profile Summary

Document ID:	HR-AJPS02
Responsible Officer:	Human Resource Manager
Approval Date:	July 21st, 2016
Effective Date:	July 21st, 2016
Revision Date:	February 18th, 2019
Replaces Document ID:	AJPS2016
Approval Authority;	Secretary General
Language:	English

Instructions:

Please complete this Job Profile Summary and submit it **together with** your Cover Letter and detailed Resume.
Failure to do so will result in automatic rejection of your application. Please answer all sections/questions.

Personal Information:

Position Applying for			
Title			
Surname(s)			
First Name(s)			
Maiden Name			
Marital Status	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Common Law <input type="checkbox"/>
	Separated <input type="checkbox"/>	Divorced <input type="checkbox"/>	Widowed <input type="checkbox"/>

Date of Birth		Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Counrty of Birth		Nationality		
Country of Residence				
Telephone Contact				
Email Address				
Skype Address				
Differently Abled Status	None <input type="checkbox"/>	Speech <input type="checkbox"/>	Visual <input type="checkbox"/>	
	Mobility <input type="checkbox"/>	Hearing <input type="checkbox"/>	Other <input type="checkbox"/>	

1. Please indicate the highest level of academic qualifications you have attained, e.g. PhD or MSc. in Journalism.
2. Please indicate the second highest level of academic qualifications you have attained, e.g. BSc. in Journalism.
3. How many years of experience do you have in the position you are applying for?
4. Please provide the following information with respect to your most recent work experience:

Name of Employer		Job Title
1.		
2.		
3.		

Linguistic Skills:

Do you speak any of the following languages (indicate knowledge level by inserting a tick in the space provided)?

Language	Yes	Basic	Intermediate	Fluent	No
English	<input type="checkbox"/>				<input type="checkbox"/>
Epañol	<input type="checkbox"/>				<input type="checkbox"/>
Français	<input type="checkbox"/>				<input type="checkbox"/>

Office Technology Skills:

What is your level of familiarity with the following applications (indicate knowledge level by inserting a tick in the space provided)?

Application	Yes	Basic	Intermediate	Advanced	No
Microsoft Word	<input type="checkbox"/>				<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>				<input type="checkbox"/>
Microsoft Powerpoint	<input type="checkbox"/>				<input type="checkbox"/>
Microsoft Outlook	<input type="checkbox"/>				<input type="checkbox"/>
Adobe Acrobat	<input type="checkbox"/>				<input type="checkbox"/>

Availability:

Are you able to work extended working hours if required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you willing to travel internationally if required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any relatives currently employed at the ACS?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

DETAILS OF THE POSITION		
<p>Applications are invited from interested and suitably qualified nationals of Member States and Associate Member States to fill the following position at the Association of the Caribbean States.</p>		
Job Title:	Unit Assistant- Conference and Protocol	<ul style="list-style-type: none">• Copy and forward all correspondences to the general archives of the Secretariat;• Dispatch correspondences related to the official work of the Unit via mail, courier, hand and/or email when requested and follow up as necessary;• Manage email correspondences and follow up as necessary;• Arrange official appointments and manage the official agenda of the Conference and Protocol Officer in a timely, diplomatic and conscientious manner, providing confirmations, regrets and reminders to all concerned;• Prepare dossiers for the official missions of the Conference and Protocol Officer, coordinating with Directorates, Officials, related institutions and/or personnel as necessary;• Prepare the Value Added Tax (VAT) for the Conference and Protocol Officer;• Assist the Conference and Protocol Officer with personal matters which he/she requests, within the parameters of the organisation in an official capacity;• Represent the ACS at official meetings, event, workshops and conferences as designated;• Assist with reception duties in order to relieve the Receptionist during scheduled breaks or in his/her absence from office;• Assist in the submission and monitoring of translation requests;• Assist with the coordination of external contractors (hotel, interpretation services, ground transportation, etc...) for ACS meeting or events;• Assist in the update of the ACS Calendar of Meetings;• Assist in some aspects of the duties of the Conference and Protocol Officer in his/her absence.
Level:	Temporary Staff	
Reporting to:	Conference and Protocol Officer	
Type of Appointment:	Full Time	
Duration of Appointment:	18 months	
FUNCTIONS OF THE POSITION:		
<p>Under the general guidance of the Conference and Protocol Officer, the incumbent is responsible for providing administrative support to facilitate the efficient operations of the Unit.</p>		
DUTIES AND RESPONSIBILITIES:		
<ul style="list-style-type: none">• Prepare letters, verbal notes, circular notes, emails, or any other documents, in two (2) official languages of the ACS- Spanish, English and French (where applicable) and follow up on correspondences sent;• Render logistical assistance including the preparation of documents submitted for all meetings and activities under the purview of the Conference and Protocol Unit in accordance with ACS policy, procedures and standards;• Provide courtesy translation of documents as it pertains to the Unit;• Manage and maintain physical and electronic records for the Unit in accordance with established ACS policy, procedures and standards;		

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- A first-level university degree (Bachelor's) in fields related to International Relations, or other relevant areas;
- Professional Certificate in Events Management will be considered an asset;
- Experience:
 - a) Minimum of six(6) months' experience working in a protocol environment;
 - b) Working in an international or regional organisation will be considered an asset.

KNOWLEDGE AND EXPERIENCE:

- Excellent oral and written communication skills in two (2) of the official languages of the ACS;
- Strong Interpersonal skills;
- Ability to work under pressure in a multicultural environment;
- Excellent organisational, planning and time management skills;
- Professionalism;
- Detail oriented;
- Ability to work independently;
- Ability to work in a team and to collaborate with others;
- Proficiency in MS Office Suite.

REMUNERATION PACKAGE:

- A Monthly Salary of US \$1,206.32 (tax exempted);
- Group Health Insurance Medical Plan.

ASSESSMENT:

Evaluation of qualified candidates for this position will include a Competency-based Interview, a Language Proficiency Assessment and an Assessment Exercise.

APPLICATION PROCEDURES:

Candidates must present the following documents for consideration:

1. Full Curriculum Vitae;
2. University Degree Certificate;
3. Language Proficiency Certificates (not native tongue);
4. Names of three (3) referees and contact information.

Applicants must complete the **Applicant Job Profile Summary Form** included with the website vacancy. Failure to complete the Applicant Job Profile Summary Form will result in automatic rejection of the application. This form must be completed using either **Adobe Acrobat or Adobe Acrobat Reader DC**. Do not attempt to complete this document using any web browser.

Applications must be addressed to:

Dr. June Soomer
Secretary General
Association of Caribbean States
5-7 Sweet Briar Road, St. Clair
P. O. Box 660, PORT OF SPAIN
Tel: 868-622-9575
Fax: 868-622-1653
And sent by email to: hrcontact@acs-aec.org

The details stated above outline the nature and level of the tasks normally assigned to this position. It does not constitute an exhaustive list of these tasks. Additional related duties may be assigned as necessary for the effective functioning of the Association.

Only electronic applications will be acknowledged. All your submissions via email must not exceed 5MB in size.

Due to the high volume of applications received, only short-listed candidates will be contacted for an interview. These candidates will also receive notice of the final outcome of the selection process.

14th May, 2019.

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NOTICE

**ORGANISATION OF AMERICAN
STATES (OAS) SCHOLARSHIP
2019/2020**

Applications are invited from suitably qualified persons for scholarships offered by the Organisation of American States (OAS) for undergraduate and postgraduate studies for the 2019/2020 academic year. Applicants must be citizens or permanent residents of an OAS Member State.

UNDERGRADUATE SCHOLARSHIPS are offered as a self-placed scholarship for the last two (2) years of study leading to an undergraduate degree. Applicants must be:

- enrolled in the programme of study and be eligible to graduate within two (2) years of study from the date of scholarship;
- accepted into the university where he/she plans to study for the last two (2) years of undergraduate degree (Bachelor's Degree);
- be in good physical and mental health to complete programme.

Applicants already enrolled in a programme must submit current transcript and copies of CXC/GCE O' Level and A' Level Exam Certificate.

Applicants for **POSTGRADUATE STUDIES** must:

- have obtained a university degree (Bachelor's) at the time of submitting their applications;
- be enrolled in the programme of study and have at least one (1) academic year left from the date of scholarship offer, or
- be accepted into the university where he or she plans to study;
- submit a copy of degree certificate;
- be in good physical and mental health to complete the programme.

Applicants who intend to pursue studies outside the Caribbean should sit the GRE or GMAT Exams. Also, note that the scholarship programme does not award scholarships for studies in the Medical Science or the learning of a new language.

For further information regarding application, please visit www.oas.org/scholarships.

Application Forms, available at the Service Commissions Department, accompanied by supporting documentation, must reach the Chief Personnel Officer by **May 17th, 2019**.

30th April, 2019.

BY COMMAND

KATTIAN BARNWELL
Secretary to Cabinet
Prime Minister's Office

Prime Minister's Office
St. Vincent and the Grenadines.

14th May, 2019.

DEPARTMENTAL AND OTHER NOTICES

PHYSICAL PLANNING AND DEVELOPMENT BOARD TOWN AND COUNTRY PLANNING ACT 1992

PUBLIC NOTICE

Notice is hereby given that an application has been made to the Physical Planning and Development Board by **KENNETH FRANCIS**.

To Sub-divide Lands at Layout.

A copy of the application and of the plans and other documents submitted with it may be inspected at the offices of the

Physical Planning Unit, Ministry of Housing, Informal Human Settlements, Lands and Surveys, Physical Planning, Sharp Street, during the hours of 8:00 a.m. -12 noon and 1:00 p.m.- 4:15 p.m. Monday - Friday for a period of fourteen (14) days following the date of issue of the notice.

Any person wishing to make representation to the Board in connection with this application should do so in writing to the Secretary of the Board and within the above-mentioned period.

TYRONE BALLAH
Secretary
Physical Planning & Development
Board.

**PHYSICAL PLANNING AND
DEVELOPMENT BOARD TOWN AND
COUNTRY PLANNING
ACT 1992**

PUBLIC NOTICE

Notice is hereby given that an application has been made to the Physical Planning and Development Board by **CHARMINE SIMMONS BANGWANDAS**.

To construct a New Guest House at Canouan.

A copy of the application and of the plans and other documents submitted with it may be inspected at the offices of the Physical Planning Unit, Ministry of Housing, Informal Human Settlements, Lands and Surveys, Physical Planning, Sharp Street, during the hours of 8:00 a.m. -12 noon and 1:00 p.m.- 4:15 p.m. Monday - Friday for a period of fourteen (14) days following the date of issue of the notice.

Any person wishing to make representation to the Board in connection with this application should do so in writing to the Secretary of the Board and within the above-mentioned period.

TYRONE BALLAH
Secretary
Physical Planning & Development
Board.

**PHYSICAL PLANNING AND
DEVELOPMENT BOARD TOWN AND
COUNTRY PLANNING
ACT 1992**

PUBLIC NOTICE

Notice is hereby given that an application has been made to the Physical Planning and Development Board by **EMILY EVANS**.

To construct an Addition to an existing Single Family Residence (Residence/Commercial (Apartment) at Fountain.

A copy of the application and of the plans and other documents submitted with it may be inspected at the offices of the Physical Planning Unit, Ministry of Housing,

Informal Human Settlements, Lands and Surveys, Physical Planning, Sharp Street, during the hours of 8:00 a.m. -12 noon and 1:00 p.m.- 4:15 p.m. Monday - Friday for a period of fourteen (14) days following the date of issue of the notice.

Any person wishing to make representation to the Board in connection with this application should do so in writing to the Secretary of the Board and within the above-mentioned period.

TYRONE BALLAH
Secretary
Physical Planning & Development
Board.

**PHYSICAL PLANNING AND
DEVELOPMENT BOARD TOWN AND
COUNTRY PLANNING
ACT 1992**

PUBLIC NOTICE

Notice is hereby given that an application has been made to the Physical Planning and Development Board by **MARGARET MITCHELL**.

To construct an Addition to an existing Single Family Residence (Residence/Commercial/ Apartment) at Fountain.

A copy of the application and of the plans and other documents submitted with it may be inspected at the offices of the Physical Planning Unit, Ministry of Housing, Informal Human Settlements, Lands and Surveys, Physical Planning, Sharp Street, during the hours of 8:00 a.m. -12 noon and 1:00 p.m.- 4:15 p.m. Monday - Friday for a period of fourteen (14) days following the date of issue of the notice.

Any person wishing to make representation to the Board in connection with this application should do so in writing to the Secretary of the Board and within the above-mentioned period.

TYRONE BALLAH
Secretary
Physical Planning & Development
Board.



Notice of intention of CMFG Life Insurance Company to make application for transfer of the insurance business to CUNA Caribbean Insurance OECS Limited.

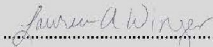
CMFG Life Insurance Company, a company incorporated under the laws of Iowa, United States with its Head office located at 5910 Mineral Point Road, Madison, Wisconsin 53705 and CUNA Caribbean Insurance OECS Limited, a company incorporated under the Companies Act Cap 13.01 under the laws of St. Lucia located at the St. Lucia Credit Union League Building, William Peter Boulevard, Castries, St. Lucia

Hereby give notice:
That they have made an application to obtain the confirmation of the Financial Services Authority to transfer the insurance business of CMFG Life Insurance Company in Saint Vincent and the Grenadines to CUNA Caribbean Insurance OECS Limited in accordance with a Scheme pursuant to the provisions of the Insurance Act 2003 of Saint Vincent and the Grenadines. CUNA Caribbean Insurance OECS Limited is registered to conduct insurance business in Saint Vincent and the Grenadines.

And
That all documents relating to this transfer of business are available for inspection by the policyholders and shareholders of CMFG Life Insurance Company for a period of fifteen (15) days after the publication of this notice. These documents will be made available at:

CUNA Caribbean Insurance OECS Limited Ms.
Roxann Williams
Attorney-at-Law
Knights & Co.
Barristers Solicitors & Notaries Public
Intellectual Property & Real Estate Agents
Regal Building
Middle Street
P.O. Box 1296
Kingstown VC0100
Saint Vincent and the Grenadines

And
That every shareholder and policyholder of CMFG Life Insurance Company and CUNA Caribbean Insurance OECS Limited is entitled to a copy of the agreement under which the Scheme is proposed to be effective and may request the same in writing to either the above named companies at the address shown above. Policyholders will also receive individual notices of the proposed transfer and a copy of the agreement and the actuarial reports upon which the agreement is founded, by mail. The Scheme will not impact the policy rates; terms and conditions; coverage and benefits; services and administration of policies.

Yours sincerely,
CMFG LIFE INSURANCE COMPANY

Mrs. Laureen Ann Winger
Executive Vice President - Chief Products Officer

CUNA CARIBBEAN INSURANCE OECS LIMITED

Ms. Rosemarie Henry
Vice President, Risk & Compliance

A member of  **CUNA MUTUAL GROUP**