



SAINT VINCENT AND THE GRENADINES

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GOVERNMENT NOTICES

No. 101



EASTERN CARIBBEAN SUPREME COURT

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of **Human Resource Officer** within the **Eastern Caribbean Supreme Court, Headquarters, Castries, Saint Lucia.**

JOB DESCRIPTION

**JOB TITLE:** Human Resource Officer

**REPORTS TO:** Human Resource Manager

**CLASSIFICATION:** MPP 3

DUTIES AND RESPONSIBILITIES:

Reporting to the HR Manager, the successful applicant will be required to:

- (a) Assist in the development and delivery of HR services to the Court.
- (b) Undertake special HR projects as they are assigned.
- (c) Update and develop drafts of job descriptions.
- (d) Assist with the implementation of HR policies, practices and procedures.

(e) Ensure employee compliance with the organization's policy and guidelines.

(f) Assist in compilation of job vacancy advertisements, screening of applicants and provision of administrative support for interviews.

(g) Assist with the coordination of the Performance Management System.

(h) Coach and mentor staff where necessary.

(i) Prepare employment contracts, offer and appointment letters.

(j) Research HR issues which are required from time to time.

(k) Co-ordinate social activities and wellness programs.

(l) Assist in the successful execution of employee engagement initiatives.

(m) Assist with training and development initiatives.

(n) Perform any other related duties assigned from time to time.

QUALIFICATIONS AND EXPERIENCE:

This position requires a Bachelor's Degree in Management, Human Resource Management, or related field. HR Certification would be an asset. Applicants should also have specialized training in and working knowledge of IT applications for HR Administration, Personnel Management, Industrial Relations, Team Building, Customer Service, Employee Welfare Plans; **plus** a minimum of three (3) years of relevant work experience in a similar environment.

**COMPETENCIES AND SKILLS:**

The Officer's competencies and skills should include:

- (a) Excellent interpersonal relations.
- (b) Excellent communication skills.
- (c) Sound judgment and decision-making ability.
- (d) Good planning and organization skills.
- (e) Knowledge of and ability to interpret relevant labour legislation.
- (f) Knowledge of public service procedures and regulations.
- (g) Ability to recommend and implement effective HR procedures.
- (h) Familiarity with the application of information technology to HR practices.
- (i) Emotional intelligence.
- (j) Conflict Resolution.
- (k) Project Management.
- (l) Analysis and Reporting.

**REMUNERATION:**

Salary shall be commensurate with the successful applicant's qualifications and experience.

Application form and cover letter, along with full curriculum vitae, letters of reference from two referees and certified documents pertaining to qualifications, should be submitted under confidential cover to:

**The Secretary  
Judicial and Legal Services Commission  
2nd Floor Heraldine Rock Building  
The Waterfront  
P.O. Box 1093  
Castries  
Saint Lucia, West Indies**

to reach him no later than **Monday, 19th August, 2019.**

**NB:** Applications may also be submitted via email to [jlscc@eccourts.org](mailto:jlscc@eccourts.org). Only the candidates with the best qualifications and experience will be shortlisted for interview. Due to the volume of applications, only short-listed candidates will be contacted.

30th July, 2019.

No. 84

**TRINITY SCHOOL OF MEDICINE****SCHOLARSHIP 2020**

Applications are now invited from suitably qualified persons for awards available to Vincentian Nationals to pursue studies in the field of Medicine at the Trinity School of Medicine, commencing 2020.

To be eligible, applicants must satisfy the following requirements:

- Possess a minimum of five (5) GCE/ CXC General Passes, inclusive of Mathematics, Physics and English Language;
- Hold at least three (3) of the following passess at CAPE and/or GCE Advanced Level: Physics, Chemistry, Mathematics or Biology;
- Be currently enrolled at the Trinity School of Medicine and have already completed or be scheduled to complete the pre-medicine programme at the date of the award; and

- Obtain a 3.2 GPA (US Equivalent) in prerequisite courses as defined by the Trinity School of Medicine (Biology, Chemistry, Physics, Mathematics and English).
- Completed application forms that are available at the Service Commissions Department must reach the Chief Personnel Officer, no later than **August 15th, 2019**.
- 12th June, 2019.

## Required Documents

- Copy of Birth Certificate,
- Certified Copies of Academic Records; and
- Copy of Academic transcript from the Trinity School of Medicine.

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**BY COMMAND**

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KATTIAN BARNWELL  
Secretary to Cabinet  
Prime Minister's Office

Further information on the scholarship can be obtained from the Service Commissions Department.

Prime Minister's Office  
St. Vincent and the Grenadines.  
30th July, 2019.

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**DEPARTMENTAL AND OTHER NOTICES**

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**NOTICE**

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**TENDER FOR THE SUPPLY OF PAPER AND PRINTING SUPPLIES TO THE GOVERNMENT PRINTING OFFICE, ST. VINCENT AND THE GRENADINES**

Interested parties are invited to submit tenders for supply of Paper and Printing Supplies to the Government Printing Office, Campden Park, St. Vincent and the Grenadines for the year 2019.

The following conditions will apply:

- All goods must be delivered within **three (3) months** of the awarding of Tender.
- Cost of goods after contract is awarded must be according to tender awarded prices.
- The Government will not hold itself responsible for under-priced goods.
- The Government Printer **must** be contacted before any change to order materials can be made to the list of goods to be supplied.
- Prices should be quoted in Eastern Caribbean Dollars (EC\$) and must be C.I.F (including **all** charges).
- The dates of delivery should be stated.
- The Government does not bind itself to the lowest or any tender, and reserves the right to accept any part of a tender.
- Copies of Tender Document are available at the Government Printing Office, Campden Park or the Prime Minister's Office.
- Closing date for tender application is the **24th August, 2019**.

Tenders must be submitted in sealed envelope, clearly marked "*Tender for the Supply of Paper and Printing Supplies, Government Printing Office*", and addressed to:

**The Secretary  
Central Supplies Tenders Board  
Ministry of Finance  
Financial Complex  
Kingstown,  
St. Vincent.**

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**THE INTERNATIONAL BUSINESS COMPANIES (AMENDMENT AND  
CONSOLIDATION) ACT, CHAPTER 149 OF THE REVISED LAWS OF  
SAINT VINCENT AND THE GRENADINES, 2009**

**SMOKIES GROOVE HOLDINGS LTD. (No.: 13281 IBC 2006)  
(VOLUNTARY LIQUIDATION)**

Pursuant to Section 167 (4) of the Act, Notice is hereby given that the aforementioned Company has passed the relevant resolutions as required by the Act and:

1. Is now in voluntary liquidation prior to being wound up and dissolved;
2. Commenced its dissolution on the 12th day July, 2019; AND
3. Has duly appointed Ms. Anne-Marie E. M. Jack, White Chapel, 1st Floor, Building & Loan Building, Kingstown, St. Vincent and the Grenadines as liquidator.

**ANN-MARIE E.M. JACK,**  
Liquidator.

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2019

[Price \$2.00]