



SAINT VINCENT AND THE GRENADINES

# Government Gazette

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Saint Vincent and the Grenadines, Tuesday 6th August, 2019 – (No. 43)

## GOVERNMENT NOTICES

No. 102

### APPOINTMENTS ON PROMOTION

Mr. Gareth Bynoe, as Deputy Director of Foreign Policy and Research, Foreign Policy and Research, Ministry of Foreign Affairs, Foreign Trade and Consumer Affairs, with effect from June 19th, 2019.

PF 12214

Ms. Janeel Drayton, as Counselor II, Permanent Mission to the United Nations, Ministry of Foreign Affairs, Foreign Trade and Consumer Affairs, with effect from June 19th, 2019.

PF 13912

Ms. Haley-Ann Mark, as Attaché, Permanent Mission to the United Nations, Ministry of Foreign Affairs, Foreign Trade and Consumer Affairs, with effect from June 25th, 2019.

PF 16465

6th August, 2019.

No. 103

### POST OF HOUSE MASTER-LIBERTY LODGE BOYS TRAINING CENTRE MINISTRY OF NATIONAL MOBILISATION, SOCIAL DEVELOPMENT, THE FAMILY, GENDER AFFAIRS, PERSONS WITH DISABILITIES AND YOUTH

Applications are invited from suitably qualified persons to fill the post of **HOUSE MASTER** at the Liberty Lodge Boys Training Centre, Ministry of National Mobilisation, Social Development, The Family, Gender Affairs, Persons with Disabilities and Youth.

### QUALIFICATIONS AND EXPERIENCE:

Applicants should possess the following:

- At least five (5) CSEC/GEC O' levels passes.
- At least two (2) years' experience in the provision of pastoral care to primary and secondary school age students.
- A police record.
- Certificate in First Aid Levels 2 and 3 will be an asset.

### DUTIES:

The House Master will be required to assist the Director by:

- Assisting with all masters concerning the pastoral care and welfare of the wards at Liberty Lodge Boys' Training Centre.

- Maintaining a formal record of disciplinary matters and incidents in the home and liaise with the Assistant Director.
- Keeping a daily log book of activities.
- Organising and supervising domestic activities at the Centre, by ensuring each boy tends to his own living environment and keeping it clean and tidy.
- Liaising with the domestic helper as necessary.
- Reporting problems relating to safety and comfort of wards.
- Supervising wards during morning and night shifts.
- Accompanying boys at events and at church when necessary.
- Being responsible for and knowledge of the whereabouts of every boy.

**SKILLS, KNOWLEDGE AND ABILITIES:**

Applicants should posses the following:

1. Ability to work respectfully with staff, parents and wards.
2. Ability to use initiative and work independently.
3. Ability to work flexible hours.
4. Ability to define and solve problems.
5. Good understanding of the values of the Centre.
6. Good verbal and written communication skills.
7. Good management and organisational skills.

**SALARY:**

Salary is payable in the scale \$21,504.00 x \$1,080.00 - \$29,064.00 per annum in Grade J.

**CLOSING DATE FOR APPLICATIONS:**

Applications, accompanied by proof of qualifications, two (2) recent references and two (2) recent testimonials, should be sent to the Chief Personnel Officer, Service Commissions Department, 2nd Floor, Ministerial Building, Halifax Street, Kingstown, to reach her not later than **August 16th, 2019**.

6th August, 2019.

No. 104

**POST OF DUTY OFFICER- CHILD DEVELOPMENT UNIT, LIBERTY LODGE BOYS TRAINING CENTRE  
MINISTRY OF NATIONAL MOBILISATION, SOCIAL DEVELOPMENT, THE FAMILY, GENDER AFFAIRS, PERSONS WITH DISABILITIES AND YOUTH**

Applications are invited from suitably qualified persons to fill the post of **DUTY OFFICER** at the Liberty Lodge Boys Training Centre, Ministry of National Mobilisation, Social Development, The Family, Gender Affairs, Persons with Disabilities and Youth.

**QUALIFICATIONS AND EXPERIENCE:**

Applicants should possess the following:

- At least five (5) CSEC/GEC O' levels passes.
- Certificate in First Aid Levels 2 and 3 will be an asset.
- At least two (2) years' experience in the field of safety and security.
- A police record.
- Certificate and training in Cognitive Behavioral treatment will be an asset.

**DUTIES:**

The Duty Officer will be required to assist the Director by:

- Supervising child offenders at the Centre.
- Monitoring and inspecting the facility.
- Dectecting and addressing illegal operations among residents and between residents and external elements.
- Implementing the disaster preparedness plan.
- Maintaining cordial relationship between wards and staff.

**SKILLS, KNOWLEDGE AND ABILITIES:**

Applicants should posses the following:

1. Good knowledge of Microsoft Office.
2. Ability to use initiative and work independently.

- 3. Ability to plan and organize.
- 4. Ability to define and solve problems.
- 5. Good verbal and written communication skills.
- 6. Good interpersonal relations.
- 7. Ability to work flexible hours.

**SALARY:**

Salary is payable in the scale \$21,504.00 x \$1,080.00 - \$29,064.00 per annum in Grade J.

**CLOSING DATE FOR APPLICATIONS:**

Applications, accompanied by proof of qualifications, two (2) recent references and two (2) recent testimonials, should be sent to the Chief Personnel Officer, Service Commissions Department, 2nd Floor, Ministerial Building, Halifax Street, Kingstown, to reach her not later than **August 16th, 2019**.

6th August, 2019.

No. 105

**VACANCY NOTICE**

Applications are invited from suitably qualified persons for appointment to the post of Registrar, Registry of Companies within the Attorney General's Chambers, Saint Lucia.

**JOB DESCRIPTION**

**JOB TITLE:** Registrar,  
Registry of  
Companies and  
Intellectual Property

**REPORTS TO:** Attorney General

**SUPERVISES:** All Staff

**CLASSIFICATION:** Grade 18

**RELATIONSHIP  
AND RESPONSIBILITIES:**

- 1. Responsible for the regulation of the Companies and Intellectual Property sector, general management and supervision of the Registry of Companies and Intellectual Property.
- 2. Works under the direction of and reports to the Attorney General and the Permanent Secretary.

**DUTIES AND TASKS:**

- 1. Ensure regulation of the Companies and Intellectual Property sector in accordance with legislation.
- 2. Ensure timely and efficient registration of Companies and Intellectual Property as appropriate.
- 3. Conduct hearings, as appropriate.
- 4. Ensure efficient running of the Companies and Intellectual Property Registry.
- 5. Prepare opinions and provide legal advice to the Government of Saint Lucia, through the Attorney General.
- 6. Provide general supervision and management of the staff and office.
- 7. Assist with the preparation of the Attorney General's Chambers contributions to the Estimates of Revenue and Expenditure.
- 8. Assist in the organizing of meetings, conferences/seminars in relation to the role of the Department and represent the Attorney General as required.
- 9. Develop and execute a public awareness programme for the Registry.
- 10. Perform such other duties as may be assigned from time to time by the Attorney General and the Permanent Secretary.

**CONDITIONS:**

- 1. Maintain a vehicle for the proper performance of duties.
- 2. Office accommodation provided.
- 3. Institutional support provided consistent with appropriate Civil Service Regulations and Departmental Guidelines.
- 4. Opportunities exist for personal development, career advancement and training.
- 5. Salary is in accordance with Public Service Guidelines.
- 6. This post is non-pensionable.

**EVALUATION METHOD:**

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

- 1. Timely completion of assignments and meeting task deadlines.
- 2. Demonstration of sound administrative and supervisory capabilities and interpersonal skills.
- 3. Knowledge and understanding of the Laws of Saint Lucia, relating to Companies, Intellectual Property and Public Service Regulations.
- 4. Effective implementation of duties, responsibilities and assignments as defined in the job description.

**SKILLS, KNOWLEDGE AND ABILITIES:**

- 1. A working knowledge of the structure of the Public Service and of the Civil Service Administrative Policies and Procedures, and the ability to apply Civil Service Rules and Regulations.
- 2. Ability to plan and organize work and prepare clear and concise reports.
- 3. Ability to mobilize staff in order to meet deadlines.
- 4. Professional legal qualifications.
- 5. Ability to maintain effective working relationships with all staff and external stakeholders.
- 6. A sound knowledge of the Laws of Saint Lucia.
- 7. Ability to analyse issues and recommend appropriate solutions.
- 8. Good interpersonal skills.

**QUALIFICATIONS AND EXPERIENCE:**

A Masters Degree in Law majoring in Intellectual Property Law or Corporate Law plus a Legal Education Certificate or equivalent recognized qualification to practice law in Saint Lucia with a minimum of three (3) years experience in a post at Grade 17.

OR

A Masters Degree in Law majoring in Intellectual Property Law or Corporate Law plus a Legal Education Certificate with a minimum of five (5) years professional legal experience.

OR

A Bachelors degree in Law along with a Certificate or Diploma in Intellectual Property Law or Corporate Law plus a Legal Education Certificate with a minimum of four (4) years experience in a post at Grade 17.

**SALARY AND ALLOWANCES:**

Basic salary is at the rate of EC\$77,605.56 per annum plus the following allowances per annum:

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

Applications, accompanied by **two (2) references** and **certified copies** of documents pertaining to qualifications, should be addressed to:

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

to reach him no later than **Tuesday, 27th August 2019.**

**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.

6th August, 2019.

No. 106

SAINT VINCENT AND  
THE GRENADINES

His Excellency  
SIR FREDERICK BALLANTYNE, GCMG, MD  
GOVERNOR-GENERAL  
of St. Vincent and the Grenadines

GOVERNOR-GENERAL

TO: SIR LOUIS STRAKER

WHEREAS by Instrument dated the 14th day of December, 2015, HON. RALPH GONSALVES was charged with the due administration of departments and subjects particularly enumerated herein according to the law and usages of the Constitution and subject to any variations which might thereafter be made to the said directions until the said directions as the same might be varied from time to time.

AND WHEREAS the said RALPH GONSALVES shall not be administering the departments or subjects with the administration of which he has been charged as aforesaid:

NOW THEREFORE by virtue of the power of authority vested in me by the Saint Vincent Constitution Order 1979, and acting in accordance with the advice of the Honourable Prime Minister, I hereby charge you Sir Louis Straker, Deputy Prime Minister and Minister of Foreign Affairs, Trade, Commerce and Regional Integration with the due administration of the departments or subjects particularly enumerated hereunder according to the law and usages of the Constitution from July 13th, 2019 and until the resumption of duties by the HON. RALPH GONSALVES, Prime Minister, Minister of The Public Service, National Security, Legal Affairs and Grenadines Affairs.

DEPARTMENT AND SUBJECTS

PRIME MINISTER, MINISTER OF THE PUBLIC SERVICE, NATIONAL  
SECURITY, LEGAL AFFAIRS AND GRENADINES AFFAIRS

- |   |  |
|---|--|
| • Co-ordination of Government Business              | • Airport Development  |
| • Cabinet Secretariat                               | • Seaports Development   |
| • Leadership of the House of Assembly               | • Airport Administration   |
| • Law Courts  | • Seaports Administration  |
| • Registry  | • Merchant Shipping  |
| • Magistracy  | • Maritime Administration  |
| • Alien's Landholding Licences                      | • Meteorological Services  |
| • Citizenship                                       | • Police and National Security   |
| • Residence and Work Permits                        | • Civil Aviation   |
| • Immigration                                       | • Prisons  |
| • Disaster Preparedness                             | • Energy   |
| • Grenadines Affairs                                | • Electoral Matters  |
| • Legal Affairs                                     | • Vincentian Diaspora, including Regional<br>Integration and Diaspora Unit |
| • Public Service, including Public Sector<br>Reform |  |

Given under my hand and the Public Seal of Saint Vincent and the Grenadines at Government House this 12th day of July, 2019.

6th August, 2019.

No. 84

No. 101

**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).

**Required Documents**

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

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

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.

**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:

- Assist in the development and delivery of HR services to the Court.
- Undertake special HR projects as they are assigned.
- Update and develop drafts of job descriptions.
- Assist with the implementation of HR policies, practices and procedures.
- Ensure employee compliance with the organization's policy and guidelines.
- Assist in compilation of job vacancy advertisements, screening of applicants and provision of administrative support for interviews.
- 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.
- (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:

#### 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.

**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 [jlsc@eccourts.org](mailto:jlsc@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.

**BY COMMAND**

KATTIAN BARNWELL  
Secretary to Cabinet  
Prime Minister's Office

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

6th August, 2019.

**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:

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

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2019

[Price \$2.00]