



SAINT VINCENT AND THE GRENADINES

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GOVERNMENT NOTICES

No. 63

VACANCY NOTICE

JOB DESCRIPTION

JOB TITLE : Principal Examiner
(English/Japanese) -
20081-FT PCT
Operations Team 8, PCT
Operations Section 3,
PCT Operations Division,
PCT Services
Department, Patents and
Technology Sector

GRADE : P2

**CONTRACT
DURATION** : 2 years*

**DUTY
STATION** : CH-Geneva

**POSTING
DATE** : 5th May, 2020

**APPLICATION
DEADLINE** : 2nd June, 2020

IMPORTANT NOTICE REGARDING APPLICATION DEADLINE:

Please note that the deadline for applications is indicated in local time as per the time zone of the applicant's location.

1. ORGANIZATIONAL CONTEXT:

a. Organizational Setting

- The post is located in the PCT Operations Division, PCT Services Department,

Patents and Technology Sector. The PCT Operations Division is responsible for the receipt, formalities examination, publication and communication of applications and related documents filed under the PCT and for delivering high-quality customer services to PCT users in all 10 official PCT publication languages.

b. Purpose Statement

- The incumbent is a focal point for customer services and IT-related issues and acts as formalities examination expert for complex and contentious cases.

c. Reporting Lines

- The incumbent works under the supervision of the Operations Team Coordinator.

d. Work Relations

- The incumbent liaises frequently with external customers, PCT legal and IT specialists.

2. DUTIES AND RESPONSIBILITIES:

The incumbent will perform the following principal duties:

- Serve as focal point for a number of "key accounts" (major applicants), managing customer relations and ensuring a high level of customer service in terms of quality, efficiency and timeliness for international patent applications; examine complex and contentious international applications and reply to queries on complex

examination and procedural issues ensuring legal accuracy, and on the continuing development and use of IT tools.

- b. Based on survey results, feedback from users, and issues raised by formalities examiners, draft inputs for the update and continuous development of the knowledge base; ensure knowledge sharing within the team.
- c. Identify training needs for team members and propose training plans to the Operations Team Coordinator for approval, particularly training in relation to rule changes and developments in IT tools; provide on-the job training and coaching and monitor quality through regular testing; inform the Operations Team Coordinator of issues identified.
- d. Bring recurrent issues raised by users or deficiencies in work processes or IT tools to the attention of the Operations Team Coordinator; engage with Principal Examiners and relevant communications and IT staff to identify measures to improve customer services to stakeholders.
- e. Keep abreast of changes in the PCT, in particular changes in the regulatory framework and developments relating to IT tools used for processing and formalities examination, publication preparation and customer services.
- f. Compile and analyze workload and productivity statistics and make proposals to Operations Team Coordinator on how to increase efficiency and timeliness of work outputs.
- g. Participate as a resource person in seminars and other events when required.
- h. Perform other related tasks, including acting on behalf of the Operations Team Coordinator as required.

3. REQUIREMENTS:

Education Essential:

- First-level university degree.

Experience Essential:

- At least three years of relevant professional work experience, including in an IP office or comparable working

environment. An advanced university degree may be accepted in lieu of two years of experience.

- Experience with formalities examination of patent applications.

Desirable:

- Experience working in a customer service role.

Language Essential:

- Excellent written and spoken knowledge of English and Japanese.

Desirable:

- Knowledge of other PCT publication languages. The PCT publication languages are: Arabic, Chinese, English, French, German, Japanese, Korean, Portuguese, Russian and Spanish.

Job Related Competencies Essential:

- Excellent understanding of the PCT and ability to explain or provide training on the rules, regulations and procedures governing the area of work.
- Ability to use IT tools and systems used for data capture and transmission, quality control and customer services.
- Client orientation, with the ability to deliver high quality client services with a focus on improving service execution, delivery and outcomes.
- Results-oriented.
- Excellent time management and work organization skills; highly adaptable to new environments, tasks and demands.
- Excellent analytical and problem-solving skills. Integrity in dealing with confidential and sensitive data.
- Excellent communication and interpersonal skills and ability to maintain effective partnerships and working relations in a multicultural environment with sensitivity and respect for diversity.

4. ORGANIZATIONAL COMPETENCIES:

- Communicating effectively.
- Showing team spirit.

- Demonstrating integrity.
 - Valuing diversity.
 - Producing results.
 - Showing service orientation.
 - Seeing the big picture.
 - Seeking change and innovation.
 - Developing yourself and others.
- carry with it any expectancy of, nor imply any right to, (further) extensions or conversion to a permanent appointment.

This vacancy announcement may be used to fill other posts at the same grade with similar functions in accordance with Staff Rule 4.9.5.

Applications from qualified women as well as from qualified nationals of unrepresented Member States of WIPO and underrepresented geographical regions are encouraged. Please click on the following links for the list of unrepresented Member States and the list of underrepresented regions and the WIPO Member States in these regions.

The Organization reserves the right to make an appointment at a grade lower than that advertised.

By completing an application, candidates understand that any willful misrepresentation made on this web site, or on any other documents submitted to WIPO during the application, may result in disqualification from the recruitment process, or termination of employment with WIPO at a later date, if that employment resulted from such willful misrepresentations.

In the event that your candidature is shortlisted, you will be required to provide, in advance, a scanned copy of an identification and of the degree(s)/diploma(s)/certificate(s) required for this position. WIPO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/ United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and these will be reviewed individually.

Additional testing/interviewing may be used as a form of screening. Initial appointment is subject to satisfactory professional references.

Additional background checks may be required.

5. INFORMATION:

Mobility:

- WIPO staff members are international civil servants subject to the authority of the Director General and may be assigned to any activities, office or duty station of the Organization. Accordingly, the selected candidate may be required to move from time to time to new functions and/or to another duty station.

Annual salary:

- Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment. **Please note that this estimate is for information only.** The post adjustment multiplier (cost of living allowance) is variable and subject to change (increase or decrease) without notice. The figures quoted below are based on the **March 2020** rate of **78.2%**.

P2

Annual Salary	\$47,895
Post Adjustment	\$37,454
Total Salary	\$85,349
Currency	USD

Salaries and allowances are paid in Swiss Francs at the official rate of exchange of the United Nations.

Please refer to WIPO’s Staff Regulation and Rules for detailed information concerning salaries, benefits and allowances.

Additional Information:

* Initial period of two years, renewable, subject to satisfactory performance. No fixed-term appointment or any extension hereof shall

12th May, 2020.

No. 64

VACANCY NOTICE

JOB DESCRIPTION

JOB TITLE : Principal Examiner
(English/Korean) -
20080-FT PCT
Operations Team 1, PCT
Operations Section 3,
PCT Operations Division,
PCT Services
Department, Patents and
Technology Sector

GRADE : P2

CONTRACT DURATION : 2 years*

DUTY STATION : CH-Geneva

POSTING DATE : 5th May, 2020

APPLICATION DEADLINE : 2nd June, 2020

IMPORTANT NOTICE REGARDING APPLICATION DEADLINE:

Please note that the deadline for applications is indicated in local time as per the time zone of the applicant’s location.

1. ORGANIZATIONAL CONTEXT:

- a. Organizational Setting**
- The post is located in the PCT Operations Division, PCT Services Department, Patents and Technology Sector. The PCT Operations Division is responsible for the receipt, formalities examination, publication and communication of applications and related documents filed under the PCT and for delivering high-quality customer services to PCT users in all 10 official PCT publication languages.
- b. Purpose Statement**
- The incumbent is a focal point for customer services and IT-related issues and acts as formalities examination expert for complex and contentious cases.
- c. Reporting Lines**
- The incumbent works under the

supervision of the Operations Team Coordinator.

d. Work Relations

- The incumbent liaises frequently with external customers, PCT legal and IT specialists.

2. DUTIES AND RESPONSIBILITIES:

- The incumbent will perform the following principal duties:
- a. Serve as focal point for a number of "key accounts" (major applicants), managing customer relations and ensuring a high level of customer service in terms of quality, efficiency and timeliness for international patent applications; examine complex and contentious international applications and reply to queries on complex examination and procedural issues ensuring legal accuracy, and on the continuing development and use of IT tools.
 - b. Based on survey results, feedback from users, and issues raised by formalities examiners, draft inputs for the update and continuous development of the knowledge base; ensure knowledge sharing within the team.
 - c. Identify training needs for team members and propose training plans to the Operations Team Coordinator for approval, particularly training in relation to rule changes and developments in IT tools; provide on-the job training and coaching and monitor quality through regular testing; inform the Operations Team Coordinator of issues identified.
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 - e. Keep abreast of changes in the PCT, in particular changes in the regulatory framework and developments relating to IT tools used for processing and formalities examination, publication preparation and customer services.

- f. Compile and analyze workload and productivity statistics and make proposals to Operations Team Coordinator on how to increase efficiency and timeliness of work outputs.

g. Participate as a resource person in seminars and other events when required.

h. Perform other related tasks, including acting on behalf of the Operations Team Coordinator as required.

3. REQUIREMENTS:

Education Essential:

• First-level university degree.

Experience Essential:

• At least three years of relevant professional work experience, including in an IP office or comparable working environment. An advanced university degree may be accepted in lieu of two years of experience.

• Experience with formalities examination of patent applications.

Desirable:

• Experience working in a customer service role.

Language Essential:

• Excellent written and spoken knowledge of English and Korean.

Desirable:

• Knowledge of other PCT publication languages. The PCT publication languages are: Arabic, Chinese, English, French, German, Japanese, Korean, Portuguese, Russian and Spanish.

Job Related Competencies Essential:

• Excellent understanding of the PCT and ability to explain or provide training on the rules, regulations and procedures governing the area of work.

• Ability to use IT tools and systems used for data capture and transmission, quality control and customer services.

• Client orientation, with the ability to deliver high quality client services with a focus on improving service execution, delivery and outcomes.

• Results-oriented.

• Excellent time management and work organization skills; highly adaptable to new environments, tasks and demands.

• Excellent analytical and problem-solving skills. Integrity in dealing with confidential and sensitive data.

• Excellent communication and interpersonal skills and ability to maintain effective partnerships and working relations in a multicultural environment with sensitivity and respect for diversity.

4. ORGANIZATIONAL COMPETENCIES:

• Communicating effectively.

• Showing team spirit.

• Demonstrating integrity.

• Valuing diversity.

• Producing results.

• Showing service orientation.

• Seeing the big picture.

• Seeking change and innovation.

• Developing yourself and others.

5. INFORMATION:

Mobility:

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Total Salary	\$85,349
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Please refer to WIPO’s Staff Regulation and Rules for detailed information concerning salaries, benefits and allowances.

Additional Information:

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advance, a scanned copy of an identification and of the degree(s)/diploma(s)/certificate(s) required for this position. WIPO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and these will be reviewed individually.

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Additional background checks may be required.

12th May, 2020.

No. 65

VACANCY NOTICE

JOB DESCRIPTION

JOB TITLE	: Head, Digital Business Service Section- 20121-FT Office of the Assistant Director General, Global Infrastructure Sector
GRADE	: P5
CONTRACT DURATION	: 2 years*
DUTY STATION	: CH-Geneva
POSTING DATE	: 5th May, 2020
APPLICATION DEADLINE	: 2nd June, 2020

IMPORTANT NOTICE REGARDING APPLICATION DEADLINE:

Please note that the deadline for applications is indicated in local time as per the time zone of the applicant’s location.

1. ORGANIZATIONAL CONTEXT:**a. Organizational Setting**

- The post will be located in the Digital Business Service Section, Office of the Assistant Director General, Global Infrastructure Sector. The Global Infrastructure Sector is responsible for cooperation with intellectual property (IP) offices, users and other stakeholders to develop shared IP tools, services, standards, databases and platforms. The Section will be created in the Office of the Assistant Director General and will report to the Assistant Director General. The Section will be responsible for the coordination of WIPO's delivery of digital business services, including those which are provided by WIPO Proof and WIPO AI Tools.

b. Purpose Statement

- The main role of the incumbent is to develop, design, coordinate and implement a new strategy and business model for the delivery of the Organization's new digital tools and services to users worldwide in a larger scale and in support of the existing services for international filing and registration of IP rights that the Organization is administering.

c. Reporting Lines

- The incumbent works under the supervision of the Assistant Director General of the Global Infrastructure Sector.

2. DUTIES AND RESPONSIBILITIES:

The incumbent will perform the following principal duties:

- Lead and plan the work of the Section; Coordinate WIPO's delivery of digital business services with a view of augmenting the scope of existing services as well as conceiving novel and state-of-the-art digital services;
- Develop, design, coordinate and implement a new business strategy and business model for the efficient and effective delivery of the Organization's new digital tools and services, including

WIPO Proof, and services related to IP data and Artificial Intelligence (AI), with a view to supporting and complementing the existing services of the Organization for international filing and registration of IP rights;

- Research and analyze the coherence and consistency of existing policies on related digital services; Formulate new policies on the use and access to WIPO's digital tools and services by Member States, the private and public sectors and other stakeholders;
- Ensure that the new digital services strategy responds to users' needs and also enhance the quality, cost-effectiveness, and business continuity of the Organization's delivery of its digital tools and services; Analyze the response from users and the market potential for refinement of the strategy;
- Lead strategic engagement with users and potential users of the tools and services. Identify and undertake opportunities to interact with Member States and other stakeholders so as to enhance the customer's experience and WIPO's relevance and trust in this market; Create a wide range of marketing materials;
- Coordinate with the ICT Department, Security and Information Assurance Department, Global Databases Division, Advanced Technologies Applications Center, and other relevant business units for Global IP Protection services to enhance the responsiveness to demands from users of WIPO's digital services;
- Keep abreast of developments and innovation in the area; Provide periodic reports on developments applicable to enhancing the palette of services provided by the Section;
- Advise the Assistant Director General on a broad range of issues and programs, as well as digital tools and services trends and developments including pricing and variety of services, policies regarding access to WIPO's digital services and the associated data, and justify and defend appropriate courses of action;
- Participate in international conferences and seminars/workshops;

j. Perform other related duties as required.

3. REQUIREMENTS:

Education Essential:

- Advanced university degree in business administration, communications or related field. A first-level university degree in one of the aforementioned disciplines plus two years of relevant experience in addition to the experience mentioned below may be accepted in lieu of the advanced university degree.

Experience Essential:

- At least ten (10) years of relevant professional experience in the field of marketing and/ or business development at the national and/ or international levels, of which at least five have been spent in leading, designing and implementing business plans, outreach programs or activities in the area of digital services.

Desirable:

- Experience in leading a global program in relation to innovation or the creative industry.

Language Essential:

- Excellent knowledge of written and spoken English.

Desirable:

- Good knowledge of other official UN languages.

Job Related Competencies Essential:

- Proven managerial abilities.
- Thorough understanding of digital business services and knowledge of the associated markets.
- Competent user of Microsoft Office applications Word, Excel, Outlook, PowerPoint) and the internet.
- Excellent analytical, organizational, communication and interpersonal skills and ability to maintain effective partnerships and working relations in a multicultural environment with sensitivity and respect for diversity.

4. ORGANIZATIONAL COMPETENCIES:

- Communicating effectively.
- Showing team spirit.
- Demonstrating integrity.
- Valuing diversity.
- Producing results.
- Showing service orientation.
- Seeing the big picture.
- Seeking change and innovation.
- Developing yourself and others.

5. INFORMATION:

Mobility:

- WIPO staff members are international civil servants subject to the authority of the Director General and may be assigned to any activities, office or duty station of the Organization. Accordingly, the selected candidate may be required to move from time to time to new functions and/or to another duty station.

Annual salary:

- Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment. **Please note that this estimate is for information only.** The post adjustment multiplier (cost of living allowance) is variable and subject to change (increase or decrease) without notice. The figures quoted below are based on the **March 2020** rate of **78.2%**.

P5

Annual Salary	\$88,162
Post Adjustment	\$68,943
Total Salary	\$157,105
Currency	USD

Salaries and allowances are paid in Swiss Francs at the official rate of exchange of the United Nations.

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Additional Information:

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Additional background checks may be required.

12th May, 2020.

BY COMMAND

KATTIAN BARNWELL-SCOTT
Secretary to Cabinet
Prime Minister's Office

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

12th May , 2020.

DEPARTMENTAL AND OTHER NOTICE

FINAL PUBLIC SERVICE ANNOUNCEMENT

The Land and Surveys Department wishes to advise all members of the public who are in receipt of offer letters to purchase State lands, as well as persons who lease and rent lands from the State, and who are in arrears, that they should come to the Department to bring all such payments up to date.

Failure to do so within three (3) weeks of this Notice may result in any initial payments being forfeited and the lands being reallocated.

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

**PRETTY HOLDINGS LIMITED (IBC No.: 1309 CTD 2008)
(IN 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 27th April, 2020; AND
3. Has duly appointed Mr. Kirk Da Silva, Indian Bay, Villa, as liquidator.

MR. KIRK DA SILVA,
Liquidator.

Printed by the Government Printer at the Government Printing Office,
Campden Park Industrial Estate, St. Vincent and the Grenadines.

2020

[Price \$2.00]