



SAINT VINCENT AND THE GRENADINES

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GOVERNMENT NOTICES

No. 90

HOUSE OF ASSEMBLY SAINT VINCENT AND THE GRENADINES

It is notified for general information that meeting of the House of Assembly scheduled for Thursday 9th September, 2021 at 10:00 a.m. has been rescheduled to Thursday 30th September, 2021 at 10:00 a.m.

Please be guided accordingly.

NICOLE HERBERT (MS.)
Clerk of the House of Assembly.

8th September, 2021.

No. 91

APPOINTMENTS

Ms. Kettesha Audain, as a Typist, Service Commissions Department, with effect from August 3rd, 2021.

PF 17223

Mrs. Sapphia Harry-Cottoy, as a Clerk/Typist, Sports Division, Ministry of the Public Service, Consumer Affairs and Sports, with effect from August 4th, 2021.

PF 17217

Ms. Alliyah Bullock, as a Clerk/Typist, Office of the Director of Public Prosecutions, with effect from August 3rd, 2021.

PF 17218

8th September, 2021.

No. 92

APPOINTMENT ON PROMOTION

Mr. Kendal Sam, as Principal, Georgetown Technical Centre, Ministry of Education and National Reconciliation, with effect from September 1st, 2020.

PF 10832

8th September, 2021.

No. 93

POST OF HEADTEACHER (Ag.) MINISTRY OF EDUCATION AND NATIONAL RECONCILIATION

- Tourama Government School
- Fairhall Government School

Applications are invited from suitably qualified persons to fill the post of Headteacher (Ag.) at the named Primary School on the establishment of the Ministry of Education and National Reconciliation.

QUALIFICATIONS AND EXPERIENCE:

Applicants should possess the following:

- A Bachelor's Degree in one or more of the following disciplines from a recognized University;
 - Education
 - Humanities
 - Social sciences

- Science and Technology/ Pure and Applied Sciences
- Other relevant discipline
- Ten (10) years' experience as a trained and certified teacher.

DUTIES:

The duties of the officer appointed to the post will include responsibility for the general administration of the school, and provision of curricula support including responsibility for the following:

- General control and supervision of instruction and discipline;
- Allocation of duties among the teachers in order to make the best use of the special aptitudes of each other;
- Safe and accurate keeping of teaching apparatus, textbooks, school registers and other books and records;
- Care of school facilities and equipment.
- Provision for the students' intellectual, social, physical, moral aesthetic and spiritual abilities;
- Support in the implementation of initiatives of the Ministry of Education;
- Submission, in writing, of an annual report to the Ministry of Education;
- Performance of any duty consistent with the foregoing, as assigned from time to time by the Chief Education Officer.

SALARY:

Salary is payable in the scale \$58,968.00 x \$3,408.00 - \$76,008.00 per annum in Grade D.

CLOSING DATE FOR APPLICATIONS:

Application accompanied by proof of qualifications 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 **September 13th, 2021.**

8th September, 2021.

No. 94

**POST OF HEADMASTER (Ag.)
MINISTRY OF EDUCATION AND
NATIONAL RECONCILIATION**

- St. Vincent Grammar School

Applications are invited from suitably qualified persons for appointment to the post of

Headmaster (Ag.), St. Vincent Grammar School in the Ministry of Education and National Reconciliation.

**QUALIFICATIONS AND
EXPERIENCE:**

- A degree from a recognized University;
- Professional Teaching qualification;
- At least a Certificate or Advanced Diploma, but preferably a Master's Degree in Education or Educational Administration;
- At least ten (10) years teaching experience in a Secondary School;
- Experience in School Administration at the Secondary Level would be an advantage.

KNOWLEDGE:

- Good knowledge of various aspects of the educational sector.
- Good knowledge of the Education Legislation.

SKILLS:

- Good communication/ interpersonal skills.
- Working knowledge of Information Communication Technology.
- Ability to motivate staff.
- Ability to model the ideals of the true professional.

LIST OF DUTIES:

The duties of the Officer appointed to the post will include the following:

- To provide leadership in the improvement of the educational programmes and render guidance and advice to the teachers;
- To provide an overall evaluation of the programme at the school on a regular basis with a view to inject innovative ideas where necessary;
- To provide for the overall development of all students;
- To allocate duties among the teachers in order to make the best use of the special aptitudes of each teacher;
- To provide general control and supervision of instruction and disciplines in the school;
- To ensure safe and accurate keeping of records;

- To supervise all staff and students at the institution;
- To submit in writing, an annual report to the Ministry of Education;
- To perform any other duties not consistent with the foregoing as delegated by the Chief Education Officer.

SALARY:

Salary would be paid in the Grade C at the rate of \$64,920.00 x \$4,152.00 - \$85,680.00 per annum.

CLOSING DATE FOR APPLICATIONS:

Applications, accompanied by two (2) recent testimonials, should reach the Chief Personnel Officer, Service Commissions Department, no later than **September 13th, 2021**.

8th September, 2021.

No. 95

**POST OF SENIOR
PHYSIOTHERAPIST MINISTRY OF
HEALTH, WELLNESS AND THE
ENVIRONMENT**

Applications are invited from suitably qualified persons to fill the post of **SENIOR PHYSIOTHERAPIST, HOSPITAL SERVICES**, Ministry of Health, Wellness and the Environment.

QUALIFICATIONS AND EXPERIENCE:

Applicants should possess the following:

- Bachelor of Science in Physiotherapy / Physical Therapy;
- Additional Management Training;
- At least two (2) years' experience in a hospital setting.

DUTIES:

- **Efficiently manage all the areas where Physiotherapy Services are provided, ensuring that the resources are used effectively while maintain high standards of patient care;**
- **Monitor the level and standard of work produced by the staff, and guide, coach and advise them as appropriate;**

- **Perform any other related duties as assigned not identified in the job description but in keeping with the position.**

SKILLS, KNOWLEDGE AND ABILITIES:

1. Very good knowledge of the principles and practice of physiotherapy;
2. Very good knowledge of the principles and practice of management and administration;
3. Very good knowledge of the primary and secondary health care system and the operations of the public sector;
4. Analyze, interpret and evaluate physiotherapy data to produce required reports and proposals;
5. Develop goals, objectives, policies, procedures, protocols, standards and quality improvement programmes in Physiotherapy.

SALARY:

Salary is payable in the scale \$64,920.00 x \$4,152.00 - \$85,680.00 per annum in Grade C.

CLOSING DATE FOR APPLICATIONS:

Applications, accompanied by proof of qualifications 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 **September 13th, 2021**.

8th September, 2021.

No. 96

**POST OF DEPUTY PRINCIPAL (Ag.)
MINISTRY OF EDUCATION AND
NATIONAL RECONCILIATION**

- Troumaca Secondary School

Applications are invited from suitably qualified persons for appointment to the post of Deputy principal (A.g.) at the named Secondary School in the Ministry of Education and National Reconciliation.

QUALIFICATIONS AND EXPERIENCE:

Applicants should possess a Bachelor's Degree, as well as Professional Teaching Qualifications, with at least ten (10) Years teaching experience.

LIST OF DUTIES:

The Deputy Principal, in addition to his/her normal teaching duties, will be required to assist the Principal with the smooth and efficient running of the school and be responsible for:

- (a) Working in close contact with the Principal and assisting with any other organizational and administrative duties, which the principal might require to be done from time to time.
- (b) Assisting the Heads of Subject Departments in the continual development of Curriculum. Helping with the professional development of teachers and acting as liaison between the Staff and the Principal.
- (c) Assisting with the preparation of the agenda for staff meetings; helping in the preparation of orders for books and supplies and in the supervision of school furnishings.
- (d) Monitoring daily staff attendance and students' attendance.

(e) Helping in the preparation of timetables.

SALARY:

Salary would be paid in Grade D at the rate of \$58,968.00 x \$3,408.00 - \$76,00.00 per annum in the Grade D.

CLOSING DATE FOR APPLICATIONS:

Applications, accompanied by proof of qualifications and two (2) recent testimonials, should be submitted to the Chief Personnel Officer, Service Commissions Department, Kingstown, to reach her no later than **September 13th, 2021.**

8th September, 2021.

BY COMMAND

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

Prime Minister's Office
St. Vincent and the Grenadines.
8th September, 2021.

DEPARTMENTAL AND OTHER NOTICES

**THE CLASSIC CAR FUND LIMITED
THE CLASSIC CAR FUND MANAGEMENT LIMITED
THE CLASSIC INVESTMENT FUND LIMITED
(IN VOLUNTARY LIQUIDATION)**

NOTICE IS HEREBY GIVEN that on the 29th day of January, 2021, Shareholders' Resolutions were passed to wind up The Classic Car Fund Limited, The Classic Car Fund Management Limited, and the Classic Investment Fund Limited ("the Companies") and to appoint Mr. Brian A. Glasgow of Cane Garden, St. Vincent and the Grenadines as Liquidator effective 17th March, 2021.

All Creditors of and Claimants against the Companies are required to present their respective claims and demands immediately to the Liquidator so that he can collect in the Companies' assets, convey and dispose of its properties, pay satisfy and discharge its liabilities and obligations and to do any other acts that may be required to liquidate the Companies' business and affairs. The following is required in respect of all claims:

- (a) Claims must be in writing and must include the name and address of the Claimant, the total amount of the claim, details of any document by reference to which the debt may be substantiated, particulars of how and when the debt was incurred, and particulars of any security held, the value of the security and the date it was given.
- (b) Claims must reach the Liquidator no later than 29th October, 2021.
- (c) Claims should be mailed to:

Mr. Brian A. Glasgow
Liquidator of The Classic Car Fund Limited
(In voluntary liquidation)
P.O Box 1822
Kingstown
St. Vincent and the Grenadines

Brian A. Glasgow

Liquidator of THE CLASSIC CAR FUND LIMITED (In Voluntary Liquidation).

National Public Library - EBSCO Database

The Government of St. Vincent and the Grenadines intends to award contract for the supply of **EBSCO Database** for the National Public Library, Archives & Documentation Services.

The Ministry of Education and National Reconciliation now invites sealed bids from eligible and qualified bidders for the supply of the server.

All bidders, whether individual, firm or a joint venture must be legally incorporated or otherwise organised.

Bid documents will be available from the Education Project Implementation Unit (EPIU) via email at epmu@vincysurf.com; pmedubep@vincysurf.com; tlsscott@gmail.com.

Tenderers with questions regarding this tender should send them in writing/via email to epmu@vincysurf.com; pmedubep@vincysurf.com; tlsscott@gmail.com no less than 5 days before the submission deadline of 22nd September, 2021.

Deadline for submissions of tenders - Wednesday, 22nd September, 2021, at 1:15 p.m.
Eastern Caribbean Time.

Any tender received after this deadline will be rejected.

All tenders must be addressed to:

**Senior Project Officer
Project Implementation Unit
Ministry of Education and National Reconciliation
1st Floor Coreas Building
Kingstown, St. Vincent and the Grenadines**

The envelope/package containing the tender submission must be **clearly marked**:

Supply of Server for the National Public Library.

National Public Library - Server

The Government of St. Vincent and the Grenadines intends to award contract for the supply of **HPE ProLiant DL380 Gen 10 entry SATA Server** for the National Public Library.

The Ministry of Education and National Reconciliation now invites sealed bids from eligible and qualified bidders for the supply of the server.

All bidders, whether individual, firm or a joint venture must be legally incorporated or otherwise organised.

Bid documents will be available from the Education Project Implementation Unit (EPIU) via email at epmu@vincysurf.com; pmedubep@vincysurf.com; tlsscott@gmail.com.

Tenderers with questions regarding this tender should send them in writing/via email to epmu@vincysurf.com; pmedubep@vincysurf.com; tlsscott@gmail.com no less than 5 days before the submission deadline of 15th September, 2021.

Deadline for submissions of tenders - Wednesday, 15th September, 2021, at 1:15 p.m. Eastern Caribbean Time.

Any tender received after this deadline will be rejected.

All tenders must be addressed to:

**Senior Project Officer
Project Implementation Unit
Ministry of Education and National Reconciliation
1st Floor Coreas Building
Kingstown, St. Vincent and the Grenadines**

The envelope/package containing the tender submission must be clearly marked:

Supply of Server for the National Public Library.

INVITATION TO TENDER

SECURITY SERVICES AT THE NATIONAL EMERGENCY MANAGEMENT ORGANISATION (NEMO) HEADQUARTERS AND WAREHOUSE, CAMPDEN PARK

Tenders are invited for the supply of Security Services at the National Emergency Management Organisation (NEMO) Headquarters at Old Montrose and Warehouse at Campden Park.

Applicants must clearly state the number of Officers to be deployed daily, the shift to which they would be assigned and the proposed monthly rate for the provision of this service.

Further details can be obtained from the Director of the National Emergency Management Organisation (NEMO).

Interested firms are asked to submit tenders in a sealed envelope to:

The Secretary
Central Supplies & Tenders Board
Ministry of Finance and Economic Planning
2nd Floor Financial Complex
Kingstown
St. Vincent and the Grenadines

And specifically marked "**Tenders for Security Services - National Emergency Management Organisation and Warehouse**".

Tenders will be received up to **4:00 p.m. on Friday 10th September, 2021.**