



SAINT VINCENT AND THE GRENADINES

# Government Gazette

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## GOVERNMENT NOTICES

No. 99

### APPOINTMENTS

Dr. Sharifa Thompson, as an Intern I, Hospital Services, Ministry of Health, Wellness and the Environment, with effect from June 18th, 2025.

PF 18404

Mrs. Kirenía Pérez-Delgado, as a Staff Nurse, Hospital Services, Ministry of Health, Wellness and the Environment, with effect from June 20th, 2025.

PF 18413

Ms. Cathy Free, as a Staff Nurse, Hospital Services, Ministry of Health, Wellness and the Environment, with effect from June 23rd, 2025.

PF 18412

Ms. La Fleur Alexander, as a Staff Nurse, Hospital Services, Ministry of Health, Wellness and the Environment, with effect from June 23rd, 2025.

PF 18411

Mrs. Tewana Hepburn-Jackson, as a Staff Nurse, Hospital Services, Ministry of Health, Wellness and the Environment, with effect from June 23rd, 2025.

PF 18410

Mrs. Indira Guirola Ibarra, as a Staff Nurse, Hospital Services, Ministry of Health, Wellness and the Environment, with effect from June 20th, 2025.

PF 18409

19th August, 2025.

No. 100

### APPOINTMENT OF MARRIAGE OFFICERS

Cabinet has granted approval for the appointment of the undermentioned persons as Marriage Officers in the State of St. Vincent and the Grenadines with effect from the **2nd July, 2025:**

- **Reverend Khadisha Smart**  
Anglican Church
- **Pastor Carmen Eliza Greene**  
New Birth Evangelical Assembly
- **Pastor Dennisford Foster**  
House of Prayer Ministries
- **Pastor Rhesa Jack-Shallow**  
Hope Evangelical Outreach Ministries

19th August, 2025.

No. 97



VACANCY NOTICE

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

JOB DESCRIPTION

**JOB TITLE** : Office Manager  
**REPORTS TO** : Court Administrator  
**CLASSIFICATION** : MPP 5

A. DUTIES AND TASKS

The incumbent is required to perform the following duties among others:

- 1. Facilitates travel arrangements in accordance with the Court schedules and as otherwise authorized by the Court.
- 2. Manage the assets of the Court including all local buildings, fixtures, furniture and vehicles.
  - i. Ensure buildings meet health and safety requirements of the Court in conjunction with the landlord(s);
  - ii. Maintain and manage insurances of assets as required;
  - iii. Identify and respond to employee/ supplier concerns;
- 3. Arrange the purchase of goods and services in accordance with the ECSC Procurement Policy.
- 4. Oversees the works/services provided to the Court by service providers under the purview of the Unit/Department.
- 5. Assist the Accounts Department in conducting the inventory of goods in stock.
- 6. Prepares correspondence for exemption of duties and VAT refunds, applications for the OECS Travel Document, and applications for Diplomatic Passports for persons who are entitled to receive them.
- 7. Maintains a database / register tracking the expiration dates of all official passports (OECS Passport and Diplomatic Passports) in order to manage the renewal process in a proactive manner.

- 8. Liaises with Landlord for maintenance of Headquarters and any other Court's Headquarters office spaces.
- 9. Liaises with suppliers of office equipment for servicing and repairs of the equipment.
- 10. Oversees the management of the parking area at the Headquarters.
- 11. Manages the usage of the court vehicles.
- 12. Works with the HR Department to submit the Notification Forms for newly appointed Judges/Senior Staff to the Department of External Affairs, as well as for the submission of all applications for work permits, and regularisation of stay for non-Saint Lucian employees.
- 13. Works with the HR Department and other Department Heads for the onboarding and offboarding of employees.
- 14. Manage Health and Safety requirements of the Office Spaces.
- 15. Manage Disaster preparedness within the Court and monitor and revise disaster preparedness programs in conjunction with the Court Administrator and other Department Heads.
- 16. Conceptualize and recommend energy saving initiatives in conjunction with other Departments.
- 17. Where, and when necessary, delegate tasks to Staff in the Department for assistance in order for them to be completed in a timely and effective manner.
- 18. Any other related duties which may be assigned from time to time.

C. QUALIFICATIONS AND EXPERIENCE

The job requires a Bachelor's Degree in Management or Business Administration and four (4) years relevant experience working in a similar environment.

Strong negotiation skills, excellent written and verbal communication, experience in administration, office management, protocol service would be an asset.

D. REMUNERATION

Salary will be commensurate with qualifications.

Completed employment **application form**, together with a **cover letter, curriculum vitae (CV), two [2] written reference letters and certified copies** of documents pertaining to qualifications, should be addressed to:

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

To arrive no later than **Friday, 29th August, 2025.**

**NB:** Application forms may be downloaded at the Court's Website (**www.eccourts.org**). Applications may also be submitted via email to **jlsc@eccourts.org**. Incomplete applications will not be considered. 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.

12th August, 2025.

No. 93

**VACANCY NOTICE**

Applications are invited from suitably qualified persons for appointment to the post of **Senior Crown Counsel, Attorney General’s Chambers, Saint Lucia.**

**JOB DESCRIPTION**

**JOB TITLE** : Senior Crown Counsel  
**REPORTS TO** : Solicitor General  
**SUPERVISES** : Crown Counsels and Legal Secretary  
**CLASSIFICATION** : GRADE 19

**A. RELATIONSHIP AND RESPONSIBILITIES**

- 1. Provision of professional efficient and ethical legal services to the Government of Saint Lucia in matters related but not limited to the conduct of Civil Legislation, provision of legal advice, drafting and vetting on contracts and other agreements.

- 2. Works under the direction of and reports to the Solicitor General.
- 3. Required to respond whenever necessary to the Attorney General and Permanent Secretary on matters related to work in progress.

**B. DUTIES AND TASKS**

- 1. Prepares, presents and represents the Government of Saint Lucia in all civil matters in the High Court and Court of Appeal and provides guidance and assistance to the Crown Counsel in the conduct and progress of matters.
- 2. Functions as a legal representative of the Government locally, regionally and internationally in matters involving constitutional and other civil issues.
- 3. Prepares all legal documents to be filed in civil matters.
- 4. Appears in appeals in disciplinary matters before the Public Service Appeal Board and the Income Tax Appeals Tribunal.
- 5. Provides legal advice to all Ministries and Government and Government Departments to ensure that the interest of the Government is safeguarded.
- 6. Drafts and vets Deeds and Agreements, Memoranda of Understanding, Contracts, Notarial documents to which Government is a party.
- 7. Reviews, vets and approves documents for Marriage Licences, Aliens Licences and any other related matter.
- 8. Advises the Attorney General on applications by Non-Profit Companies.
- 9. Advices the Attorney General on applications for admission to the Bar by non-citizens.
- 10. Vets Loan Agreements with Foreign Governments or Agencies.
- 11. Processes Mutual Legal Assistance Requests (internal and external), Letters

<p>Rotatory including matters of extradition and registration of restraining orders and advising on treaty and international obligations.</p>	
<p>12. Represents the office of the Attorney General on various committees, statutory bodies and other Boards established by Government.</p>	
<p>13. Represents the Government of Saint Lucia at workshops, conferences and other meetings locally and overseas.</p>	
<p>14. Liaises with other Senior Crown Counsels ensuring familiarity with all major litigation involving Chambers.</p>	
<p>15. Acts as Tutor Ad Hoc in applications for adoption of infants.</p>	
<p>16. Prepares and represents the State in the adjudication of matters, mediation, negotiation, and in particular Boards of Assessment.</p>	
<p>17. Performs such other duties as may be assigned from time to time by the Attorney General and the Permanent Secretary.</p>	
<p><b>C. CONDITIONS</b></p> <p>1. Functions in a scheduled traveling post and receives traveling and mileage allowance in accordance with approved rates.</p> <p>2. Required to maintain motor vehicle for the proper performance of duties.</p> <p>3. Accommodation provided in a general administrative office.</p> <p>4. Institutional support provided through appropriate civil service regulations and departmental guidelines.</p> <p>5. Salary and allowances, and vacation leave are in accordance with the terms and conditions stipulated by Government in the Estimates/Collective Agreement and policy documents.</p> <p>6. This post is non-pensionable.</p>	<p><b>D. EVALUATION METHOD</b></p> <p>Work performance will be evaluated on the basis of the following:</p> <p>1. Demonstrated supervisory capabilities and interpersonal skills.</p> <p>2. Punctual and consistent attendance to duties.</p> <p>3. Number of problems investigated and relevance of prescriptions.</p> <p>4. Compliance with Ministry guidelines and standard operating procedures.</p> <p>5. Effective implementation of duties, responsibilities and assignments as defined in the job description.</p> <p>6. Compliance with and responsiveness to supervision and level of supervision given.</p> <p><b>E. SKILLS, KNOWLEDGE AND ABILITIES</b></p> <p>1. A working knowledge of and ability to interpret Legislation, Civil Service Rules and Regulations, Collective Agreements.</p> <p>2. Demonstrated ability to organize and work independently on multiple tasks/ projects and complete assignments within specified deadlines.</p> <p>3. Ability to plan and organize work and prepare clear concise reports.</p> <p>4. Extensive knowledge of the court procedure.</p> <p>5. Extensive knowledge of legal principles, practices and proceedings.</p> <p>6. Knowledge of Government procedures and practices.</p> <p>7. A sound working knowledge of the Laws of Saint Lucia.</p> <p>8. Ability to establish and maintain effective working relationships with associates and the Public.</p> <p>9. Ability to analyse issues, make interpretations and sound recommendations.</p>

10. Proven ability to solve legal problems in a methodical and practical way.

F. QUALIFICATIONS AND EXPERIENCE

Master's Degree in Law and a Legal Education Certificate plus five (5) years' legal experience.

OR

Bachelor's Degree in Law plus a Legal Education Certificate plus a minimum of seven (7) years' legal experience.

G. SALARY AND ALLOWANCES

Salary is at the rate of EC \$103,194.00 per annum

Legal Allowance\$24,000.00

Travel Allowance\$ 8,808.00

Telephone Allowance\$ 1,098.00

Entertainment Allowance\$ 3,780.00

Salary and allowances are exempt from income tax.

Applications, along with two (2) written 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  
Castries  
Saint Lucia, W.I.

To reach her no later than **Friday, 29th August 2025.**

**NB:** Applications may also be submitted via email to [jlscc@eccourts.org](mailto:jlscc@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.

5th August, 2025.

BY COMMAND

KATTIAN BARNWELL-SCOTT

Secretary to Cabinet  
Prime Minister's Office

Prime Minister's Office  
St. Vincent and the Grenadines.  
19th August, 2025.

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 **KEVIN BROWNE & JENNIFER GLASGOW-BROWNE**.

To construct a New Commercial Building (Apartment) at New Montrose.

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 Transport,

Works, Lands and Survey and Physical Planning 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.

DORNET HULL  
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 **ANDRE LATHAM**.

To construct a New Commercial Building (Storage) at New Grounds.

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 Transport, Works, Lands and Survey and Physical Planning 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.

**DORNET HULL**  
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 **KENROY MATTHIAS**.

To construct a New Multiple Family Residence at Cane Hall.

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 Transport, Works, Lands and Survey and Physical Planning 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.

**DORNET HULL**  
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 **ELLIOT MCDOWALL**.

To construct an addition to an Existing Hotel at Diamond.

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 Transport, Works, Lands and Survey and Physical Planning 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.

**DORNET HULL**  
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 **LOGWOOD INC.**

To erect a Jetty at Buccament Bay.

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 Transport, Works, Lands and Survey and Physical Planning 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.

DORNET HULL  
Secretary  
Physical Planning & Development  
Board.

NOTICE

The St. Vincent and the Grenadines Financial Services Authority hereby gives notice that the following Business Companies have been struck from the Register pursuant to Section 172 (3) and (4) of the Business Companies (Amendment and Consolidation) Act, Chapter 149 of the Revised Laws of Saint Vincent and the Grenadines, 2009.

1. DANA CAPITAL B. V.	901	BC	1997
2. TERRASAFE SERVICES LTD.	10579	BC	2003
3. TACTICA LIMITED	13253	BC	2006
4. AVEIDA INC.	19519	BC	2011
5. COOPER CONSULTING LIMITED	22203	BC	2014
6. COOPER PROPERTIES LIMITED	22253	BC	2014
7. RIVA LTD.	27049	BC	2023

CARLA JAMES,  
Registrar,  
Business Companies.

NOTICE

The St. Vincent and the Grenadines Financial Services Authority hereby gives notice that the following Business Companies are liable to be struck from the Register pursuant to Section 68 (1) of the Business Companies (Amendment and Consolidation) Act, Chapter 149 of the Revised Laws of Saint Vincent and the Grenadines, 2009.

Notice is hereby given to effect a change of Registered Agent to a person who holds a valid License in Saint Vincent and the Grenadines within Sixty (60) days of this notice.

Registration No.	Name of Company	Registered Agent
12833 BC 2005	BIROCCA LIMITED	St. Vincent Trust Service Limited
18747 BC 2010	ALMIRALL LIMITED	St. Vincent Trust Service Limited
20852 BC 2012	FLATROCK CREEK CORP.	St. Vincent Trust Service Limited

21954	BC	2015	LUWEGU LTD.	St. Vincent Trust Service Limited
22548	BC	2015	SINIGUAL SOCIEDAD S. A.	St. Vincent Trust Service Limited

**CARLA JAMES,**  
Registrar,  
Business Companies.

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**NOTICE**

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The St. Vincent and the Grenadines Financial Services Authority hereby gives notice pursuant to Section 71 (5) of the Limited Liability Companies Act, Chapter 151 of the Revised Laws of Saint Vincent and the Grenadines, 2009 that the following Limited Liability Company has been struck from the Register pursuant to Section 71 (1)(b) of the Limited Liability Companies Act.

1. RED TUNDRA LLC	137	LLC	2019
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**CARLA JAMES,**  
Registrar,  
Limited Liability Companies.

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**NOTICE**

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The St. Vincent and the Grenadines Financial Services Authority hereby gives notice that the following Limited Liability Company has been cancelled on 13th August, 2025 and struck from the Register of Limited Liability Companies pursuant to Section 37 of the Financial Services Authority Act, No. 33 of 2011.

1. MyFx Global Corp. LLC	1269	LLC	2021
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**CARLA JAMES,**  
Registrar,  
Limited Liability Companies.

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