



SAINT VINCENT AND THE GRENADINES

Government Gazette

Published by Authority

[Vol. 159]

Saint Vincent and the Grenadines, Tuesday 23rd June, 2026 – (No. 28)

GOVERNMENT NOTICES

No. 79

APPOINTMENTS ON PROMOTION

Mrs. Jemima Fairbairn-Frederick, as a Teacher V, Clare Valley Government School, Ministry of Education and National Reconciliation with effect from November 1st, 2025.

18505

Ms. Shania Mc Dowall, as a Teacher V, St. Vincent Grammar School, Ministry of Education and National Reconciliation with effect from November 1st, 2025.

18621

Mrs. Julene Mc-Intosh-Hope, as a Teacher V, Clare Valley Government School, Ministry of Education and National Reconciliation with effect from November 1st, 2025.

18210

Dr. Romena Browne, as a Project Officer II, Project Support Implementation Programme, Management Unit, Economic Planning, Ministry of Finance and Economic Planning, with effect from June 8th, 2026.

14066

Ms. Ruth Constance, as a Private Secretary, Office of the Prime Minister, with effect from May 18th, 2026.

10557

23rd June, 2026.

No. 80

POST OF CLERK, HOUSE OF ASSEMBLY

QUALIFICATIONS AND EXPERIENCES :

Applicants should possess the following:

- A degree in Public Administration, Political Science, Management, Governance, or another relevant discipline.
- Training or experience in parliamentary procedure, legislative drafting, public administration, legal administration or governance would be an asset.
- Considerable administrative and management experience, preferably in the public service or a parliamentary, legal or governmental environment.
- Sound knowledge of the Constitution, Standing Orders of the House of Assembly, parliamentary procedure and public sector administration.

DUTIES:

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

- Advising the Speaker and Members of the House on parliamentary practice, procedure, Standing Orders and the conduct of business in the House.
- Preparing, coordinating and managing the Order Paper, agenda, minutes, records, notices and other official documents of the House.

- Maintaining custody of the journals, records, papers and official documents of the House.
- Supporting sittings of the House and ensuring that parliamentary business is properly recorded and administered.
- Administering oaths where required by the Standing Orders, in relation to the Speaker, Deputy Speaker and Members following a general election.
- Providing procedural and administrative support to Committees of the House, including the preparation of notices, minutes, reports and related documents.
- Ensuring that Bills, motions, questions, petitions and other parliamentary documents are processed in accordance with applicable procedure.
- Supervising staff assigned to the Office of the Clerk and ensuring the efficient administration of the parliamentary office.
- Liaising with Government Ministries, Departments and other stakeholders in relation to parliamentary business.
- Ensuring that the privileges, powers and immunities of the House are respected and that matters relating to the House are handled in accordance with the relevant legislation. The House of Assembly legislation defines the Clerk as the Clerk of the House and recognizes the role in relation to the business and committees of the House.
- Performing any other duties consistent with the Constitution, Standing Orders and laws governing the House of Assembly.

SALARY AND ALLOWANCES:

Annual salary is payable at the rate of \$83,928 x \$5,220 - \$110,028 in Grade B1.

CLOSING DATE FOR APPLICATIONS:

Application accompanied by proof of qualifications and two (2) recent testimonials should be sent to the Chief Personnel Officer, Personnel Department, 2nd Floor, Ministerial Building, Halifax Street, Kingstown, to reach her not later than **July 3rd, 2026**.

23rd June, 2026.

No. 81

POST OF DEPUTY CLERK, HOUSE OF ASSEMBLY

QUALIFICATIONS AND EXPERIENCES :

Applicants should possess the following:

- A degree in Public Administration, Political Science, Management, Governance, or another relevant discipline.
- Training or experience in parliamentary procedure, legislative drafting, public administration, legal administration or governance would be an asset.
- Considerable administrative and management experience, preferably in the public service or a parliamentary, legal or governmental environment.
- Sound knowledge of the Constitution, Standing Orders of the House of Assembly, parliamentary procedure and public sector administration.

DUTIES:

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

- Assisting in the preparation of meetings of the House of Assembly;
- Attending meeting of the House of Assembly and committee meetings and taking minutes;
- Editing the transcription of meeting of the House of Assembly and supervising the preparation of the Hansard;
- Ensuring that copies of the Hansard are circulated to all members of the House;
- Liaising with the Government Printer regarding the printing of Bills, Minutes, Notices etc;
- Performing administrative related to the management of human resource;
- Compiling information in preparation for the draft Budget of the House of Assembly for submission to the Minister of Finance; and keeping a check on allocation during the financial year;
- Assisting Parliamentarians locate information relevant to their official responsibilities;

- Coordinating arrangement for officials funeral and visits by Parliamentarians;
- Collaborating with the Clerk to ensure the efficient functioning of the department.

SALARY:

Annual salary is payable at the rate of \$56,988 x \$3,240 - \$73,188 in Grade E.

CLOSING DATE FOR APPLICATIONS:

Application accompanied by proof of qualifications and two recent testimonials should be sent to the Chief Personnel Officer, Personnel Department, 2nd Floor, Ministerial Building, Halifax Street, Kingstown, to reach her not later than **July 03, 2026**.

23rd June, 2026.

No. 82

**POST OF LEGAL OFFICER,
MARITIME ADMINISTRATION
MINISTRY OF HIGHER EDUCATION,
GRENADINES AFFAIRS, AIRPORTS
AND SEAPORTS**

Applications are invited from suitably qualified experienced persons to fill a post of **LEGAL OFFICER, MARITIME ADMINISTRATION**, Ministry of Higher Education, Grenadines Affairs, Airports and Seaports

QUALIFICATIONS AND EXPERIENCES:

Applicants should possess:

1. A Bachelor's degree in law with an element of legislative drafting, international law, maritime or environmental law or related field from a recognized university or educational institution.
2. Minimum of three (3) years' experience in commercial and Maritime Law, negotiating techniques.
3. Minimum of one (1) year experience in legal drafting.

DUTIES:

1. Administering the Legal Section in the Maritime Administration;
2. Drafting legislation to incorporate maritime international conventions and treaties ratified by St. Vincent and the Grenadines into national laws;
3. Reviewing and propose amendments to national maritime-related legislation;
4. Preparing legal background papers on maritime-related issues;
5. Providing legal opinions to the Maritime Administration on shipping and environmental and international laws;
6. Interpreting legal information on matters relating to international maritime conventions, standards, and codes;
7. Liaising with the Attorney General's Office in the drafting of maritime laws and regulations;
8. Providing legal advice on marine casualty investigations involving St. Vincent and the Grenadines ships, Vincentians working on foreign ships, and foreign ships in the waters of St. Vincent and the Grenadines;
9. Reviewing and provide legal advice on Memorandum of Understandings and contracts; and
10. Reviewing seafarers' claims and seafarers' employment agreements.

SALARY AND ALLOWANCES:

Salary will be paid at the rate of \$56,988 x \$3,240 - \$73,188 in Grade E.

CLOSING DATE FOR APPLICATIONS:

Applications including Curriculum Vitae, certified copies of proof of qualifications and references and two (2) recent testimonials, should be submitted to the Chief Personnel Officer, Personnel Department, Ministerial Building, 2nd Floor, Kingstown, St. Vincent and the Grenadines, not later than **July 03, 2026**.

23rd June, 2026.

No. 83

**POST OF CHIEF TECHNICAL
OFFICER, AIRPORT
ADMINISTRATION
MINISTRY OF HIGHER EDUCATION,
GRENADINES AFFAIRS, AIRPORTS
AND SEAPORTS**

Applications are invited from suitably qualified persons to fill a post of **Chief Technical Officer** at the Ministry of Higher Education, Grenadines Affairs, Airports and Seaports.

QUALIFICATIONS AND EXPERIENCE:

- Master's degree in Aviation Management, Business Administration or a related field.
- At least ten (10) years in management, five (5) years of which should be in a senior management position in Aviation Management or a related field.

DUTIES:

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

- Providing support to the administrative department of the Airports implementation of policies and projects;
- Interfacing between the Office of the Prime Minister and Directorate of Airports regarding efficient implementation of projects and policies;
- Facilitating efficient management of the procurement process of capital items for use at the various airports;
- Implementing and monitoring the activities of the Department by assessing proposed programmes and collaborating with the respective agencies to enable access to funds for project implementation, ensure the effective use of resources, and to enable early detection and management of budget variations;
- Coordinating the preparation and review of the Annual Budgetary Reports for the relevant programmes of the Department;
- Representing the Department at meetings when necessary and foster strategic networking and alliances;

- Maintaining linkages with various agencies on matters pertaining to airport administration in order to maintain effective and efficient information flow;
- Ensuring smooth/efficient function of the Department;
- Assisting with the communication of policies and programmes of the Department to the public;
- Ensuring that all documents required by law are kept in accordance with the necessary procedures.

SALARY:

Salary is payable in the scale \$83,928 x \$5,220 - \$110,028 in Grade B1.

CLOSING DATE FOR APPLICATIONS:

Applications, accompanied by Curriculum Vitae, Certified copies of qualifications and two (2) recent testimonials, should be sent to the Chief Personnel Officer, Personnel Department, 2nd Floor, Ministerial Building, Halifax Street, Kingstown, to reach her not later than **July 03, 2026**.

23rd June, 2026.

No. 84

**POST OF PRINCIPAL
SANDY BAY SECONDARY SCHOOL
MINISTRY OF EDUCATION,
VOCATIONAL TRAINING AND
INNOVATION, DIGITAL
TRANSFORMATION AND
INFORMATION**

Applications are invited from suitably qualified persons to fill the post of Principal of the Sandy Bay Secondary School in the Ministry of Education, Vocational Training and Innovation, Digital Transformation and Information

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
- Performance of any duty not inconsistent with the foregoing, as assigned from time to time by the Chief Education Officer.

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;
- Staff supervision and development;
- Allocation of duties among the Teachers in order to make the best use of the special aptitudes of each Teacher;
- 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;

SALARY:

Salary is payable in the scale \$69,564 x \$4,452 - \$91,824 per annum in Grade C.

CLOSING DATE FOR APPLICATIONS:

Applications accompanied by proof of qualifications and two recent testimonials should be sent to the Chief Personnel Officer, Personnel Department, 2nd Floor, Ministerial Building, Halifax Street, Kingstown to reach her not later than **July 03, 2026**.

23rd June, 2026.

BY COMMAND

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

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

23rd June, 2026.

OTHER NOTICE

**THE BUSINESS COMPANIES (AMENDMENT AND CONSOLIDATION) ACT,
CHAPTER 149 OF THE REVISED LAWS OF
SAINT VINCENT AND THE GRENADINES, 2009
SYNNAX (SVG) LIMITED. (No. 27074 BC 2024)
(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 liquidation on the 18th June, 2026; AND
3. Has Duly appointed Mr. Dimitri Jocelyn of 2nd floor, Building, Grenville Street, Kingstown, St. Vincent and the Grenadines as Liquidator.

MR. DIMITRI JOCELYN,
Liquidator