



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 429
OSC Ref. C. 6555¹²

7th December, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Registration Assistant (Level 4)** in the **Jamaica Intellectual Property Office (JIPO)**, salary range \$1,060,862 - \$1,326,077 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Assistant Manager, Trademarks and Designs, the Registration Assistant administers registration services for JIPO, in keeping with the IP Legislation and JIPO's Guidelines and Procedures.

The incumbent will establish, maintain and update Registers for trademarks, designs and geographical indications and assists in the organization and delivery of administrative services, thereby contributing to the overall effectiveness and efficiency of the JIPO.

Key Responsibilities

Technical/Professional:

- Establishes and maintains effective Registration and Recording Systems;
- Ensures that Registers are updated, accurate and properly secured;
- Provides information and guidance on registration procedures and ensures that regulations and established procedures are correctly applied;
- Keeps management informed by examining applications, summarizing information and making related reports;
- Examines applications for trademarks, designs and geographical indication, as well as amendments and modifications for compliance with statutory regulations;
- Notifies the Assistant Manager in writing of any discrepancies or irregularities in the publication;
- Conducts research on applications for trademark, designs and geographical indications;
- Writes reports on findings and other work related issues;
- Consults with Assistant Manager to discuss cases and receive advice and direction;
- Responds proactively to customer enquiries and disseminates information and advises as required;
- Ensures all ISO 9001:2015 related duties are completed and participates in all activities as required;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Meticulous attention to detail
- Ability to work on own initiative
- Good interpersonal and customer relation skills
- Good analytical skills
- Working knowledge of the statutory requirements for the acquisition and maintenance of rights in trademarks, designs and geographical indicators under the national laws and applicable international treaties

Minimum Required Qualification and Experience

- Four (4) CXC/GCE O'Level subjects (or the equivalent), including English Language and Mathematics;
- One (1) year experience in a related field.

Applications accompanied by résumés should be submitted **no later than Monday, 20th December, 2021 to:**

**Director
Human Resource Management and Administration
Jamaica Intellectual Property Office
18 Trafalgar Road
Kingston 10**

Email: hrma@jipo.gov.jm

Fax: (876)927-6744

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**