



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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20th April, 2022

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 **Deputy Director/Legal Counsel (Level 9)** in the **Jamaica Intellectual Property Office**, salary range \$3,671,760 - \$4,589,700 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Executive Director, responsibility is exercised for the review, analysis and evaluation of legislation, policies, policy guidelines, plans and programmes and makes recommendations for amendments and changes as deemed necessary.

Key Responsibilities

- Examines and reviews recommendations for changes to legislation, internal policies, systems and procedures and promulgation or implementation of rules and regulations.
- Analyses and makes proposals on recommendations concerning the fee structures and amounts payable in the Revenue Bearing activities of the Office;
- Attends to correspondence relating to legal, international and cross sector issues concerning Intellectual Property Rights and the working of JIDO;
- Manages the day to day operations of the Branch;
- Reviews, analyses and evaluates plans and programmes for the Branch and for JIPO and makes recommendations for new or changed policies, programmes, procedures or policy guidelines;
- Develops recommendations, proposals or guidelines together with explanatory background papers detailing the implications of proposals and the consequences of proposed actions in terms of cost and impact;
- Assists the Executive Director in the day to day management of the Office, providing leadership in the development and implementation of change initiatives, creating and fostering a culture of high performance and customer orientation throughout the Organisation;
- Prepares Drafting Instructions and the requisite legal documents;
- Prepares technical and legal briefs for the Executive Director as required.

Technical/Professional:

- Keeps abreast of international conventions related to JIPO's activities and other conventions which impact on Intellectual Property, interprets and advises on their implications;
- Provides guidance on legal and quasi legal issues to the Executive Director, staff and other stakeholders;
- Makes recommendations for the amendment or repeal of legislation in keeping with JIPO's local and international obligations;
- Vets contracts, legal documents, proposed legislation and submissions and provides guidance in order to protect JIPO, the Ministry and Jamaica;
- Ensuring that JIPO deals with its clients, employees, unions and other stakeholders with fairness, transparency, responsiveness and integrity;
- Reviews reports submitted by officers and decides on courses of action to be taken and provides directions for implementation;
- Oversees the development of the Annual Budgets, Strategic Corporate, Operational and Individual Work Plans;
- Monitors the resources of the Office to ensure optimal utilization cost efficiency and value added;
- Co-ordinates and monitors the work of the Branch. Reviews and approves the setting of objectives and goals and ensures the achievement of the targets;

- Assists the Executive Director in the day to day management of the Office and represents the JIPO at meetings, conferences and other fora as directed;
- Encourages mechanisms that promote wide participation in the decision making process;
- Develops programmes and activities to foster a Programme of Customer Orientation throughout the JIPO;
- Liaises with the Secretariat for International Conventions on relevant Intellectual Property or related subjects to which the Country is a party;
- Represents the JIPO at meetings organized at international and national levels on relevant IP issues;
- Exercises responsibility for the preparation of the Annual Budget ensuring its alignment to the Corporate/Strategic and Business Plans;
- Reviews and periodically updates policies, policy guidelines and procedures in keeping with applicable laws and regulations; oversees their implementation and ensures compliance;
- Reviews and analyzes internal Audit Reports and other Financial Reports including Annual Reports from the Auditor General's Department and ensures that they are responded to on a timely basis;
- Oversees the provision and enhancement of the Information Technology needs of the JIPO;
- Consults regularly with legal, professional and other staff members regarding plans developed in their particular area and takes remedial action where necessary;
- Co-ordinates the development and implementation of Security Programmes and a Disaster Recovery Plan for the physical and electronic security of the staff and assets;
- Investigates complaints, delays, reports on issues, identifies conflicts and implements or recommends corrective actions;
- Examines and addresses complaints, delays and sees to their resolution and amelioration;
- Ensures all ISO 9001:2015 related duties are completed and participation in all activities as required.

Human Resource Management:

- Manages the welfare and development of staff and makes recommendations for required training and development programmes;
- Participates in the recruitment of staff and develops a coaching and mentoring programme to strengthen performance;
- Recommends appointments, training, incentive arrangements and disciplinary action for staff;
- Develops a Succession Planning Programme and collaborates with the Executive Director on succession positions for staff.

Other:

- Plans and implements studies for special projects assigned by the Executive Director;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent legal drafting, research and analytical skills.
- Knowledge of the legal framework of Government.
- Knowledge of IP policy formulation.
- Knowledge of contract negotiations.
- Strong leadership, strategic planning and resource management skills.
- Excellent customer relations, negotiating and people management skills.
- Thorough knowledge of Intellectual Property laws, policies.
- Demonstrated team building and collaborative skills.
- Considerable knowledge of the national Intellectual Property laws, rules and regulations and related conventions on Intellectual Property
- Experience in representing Government at the international level.
- Demonstrated originality of thought and the capacity to develop innovative solutions.
- Ability to write clearly and succinctly on a range of complex legal policy issues.
- Ability to build and maintain strong linkages with stakeholders inside and in other Government Agencies, private, regional and international agencies.

Minimum Required Qualification and Experience

- Training and Certification as an Attorney-at-Law, qualified to practice law in Jamaica (Seniority 6 years); PLUS
- Five (5) years related experience with at least three (3) years at a senior legal position.

Applications accompanied by résumés should be submitted **no later than Tuesday, 3rd May, 2022 to:**

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

Email: hrma@jipo.gov.jm

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