



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 291**

**OSC Ref. C. 6555<sup>14</sup>**

**7<sup>th</sup> July, 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 be assigned to the following posts in the **Jamaica Intellectual Property Office (JIPO)**:

1. **Manager, Copyright and Related Rights (Level 8) – (Contract)**, salary range \$2,788,986 - \$3,486,231 per annum and any allowance(s) attached to the post.
2. **Network Operator (Level 7) – (Not Vacant)**, salary range \$2,161,752 - \$2,702,189 per annum and any allowance(s) attached to the post.
3. **Records Officer (Level 4) – (Not Vacant)**, salary range \$1,060,862 - \$1,326,077 per annum and any allowance(s) attached to the post.

#### **1. Manager, Copyright and Related Rights (Level 8)**

##### **Job Purpose**

Under the supervision of the Deputy Director/Legal Counsel, the Manager, Copyright and Related Rights is responsible to carry out administrative functions in relation to the implementation of the Copyright and Related Rights Laws involving recommendations to the policy.

Also, to supervise and direct staff in the administrative functions associated with these Laws and Regulations under the Laws and International Treaties and Agreements to which the Country is a party.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Ensures that monthly and quarterly achievement reports are reviewed, collated and completed;
- Assists in organizing and arranging seminars and training for the Unit;
- Follows up on correspondence and directives referred by the Deputy Director/Legal Counsel;
- Prepares correspondence as directed and writes reports, letters and briefs on various activities;
- Responds to queries from internal and external clients;
- Manages, motivates and appraises direct report(s);
- Prepares the Budget for the Unit;
- Develops the operational and Individual Work Plans for the Unit.

###### ***Technical/Professional:***

- Keeps Deputy Director/Legal Counsel informed by analysing operations and making recommendations for changes for efficiency and effectiveness;
- Establishes and records data and systems for recording and reporting on work assigned;
- Participates in the preparation of periodic reports and reviews and co-ordinates and prepares information for technical reports;
- Reviews work relating to Copyright decisions made by direct reports;
- Ensures that staff supervised adheres to procedures under relevant laws and international treaties to which Jamaica is a party and performs related duties as directed by the Deputy Director/Legal Counsel;
- Confers with the Secretariats for International Conventions concerned with Copyright and Related Rights;
- Participates in the review and amendment of legislation, policies, guidelines and procedures to effect compliance and efficiency in operations;
- Designs formats and procedures to record and monitor work progress;
- Supervises the Organization, completion and issuance of reports and papers;
- Initiates and arranges meetings with personnel of other Agencies to obtain co-operation and assistance;

- Consults with the Deputy Director/Legal Counsel to discuss, receive advice and formulate procedures for programmes and policies as deemed necessary;
- Conducts periodic consultations with stakeholders and interest groups on Copyright and Related Rights Laws and administration in conjunction with the Law and Strategic Planning Unit;
- Ensures all ISO 9001:2015 related duties are completed and participation in all activities as required;
- Ensures that information relating to Copyright and Related Rights are disseminated to the public through presentations, workshops and seminars.

***Human Resource Management:***

- Provides guidance and information to staff;
- Initiates action where necessary to improve performance and to achieve objectives;
- Disseminates information on legislation, policies and related matters related to organizational functions;
- Guides staff in the preparation of Intellectual Property publications, reports and papers for publication and dissemination;
- Performs any other related duties which may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Strong oral and written communication skills
- Good time management skills
- Good planning and organizing skills
- Ability to explain complex information clearly and concisely
- Ability to work as part of a team
- Strong interpersonal skills
- Knowledge of the procedural requirements under the IP laws, regulations and intellectual conventions concerning Copyright and Related Rights which Jamaica is party to
- Knowledge of the methods available for the dissemination of Copyright information
- Proficiency in computer applications
- Ability to deal tactfully and diplomatically with members of the public and senior staff

**Minimum Required Qualification and Experience**

- Training and Certification as an Attorney-at-Law qualified to practice law in Jamaica (Seniority 3 years);
- Certification for specialized Training in Copyright and Related Rights;
- Three (3) years related experience, two (2) of which should be in a supervisory role.

**Special Conditions Associated with the Job**

- Travelling to different parts of the Island for presentations, seminars, workshops etc.;
- Required to represent the Agency both locally and Internationally.

**2. Network Operator (Level 7)**

**Job Purpose**

Under the direction of the Manager, Information and Communication Technologies, the Network Administrator develops, installs, implements and reviews information applications in keeping with ICT best practices, standards and guidelines.

**Key Responsibilities**

***Management/Administrative:***

- Participates in the development of the JIPO's Strategic and Operational Plans and Budgets;
- Monitors project schedules and targets to ensure that objectives and goals are met and to institute corrective action in a timely manner;
- Participates in the development and presentation of professional programmes to ensure that staff members are equipped to perform at the level assigned;
- Keeps abreast of technological developments in the Information Technology Field and related issues.

**Technical:**

- Participates in the acquisition, installation, implementation and maintenance of the JIPO computer network;
- Conducts fact finding analysis exercises with users throughout the Organization;
- Examines and reviews business processes and makes recommendations for modifications;
- Attends to correspondence relating to ICT issues;
- Drafts, reviews and finalises procedural manuals, after consultation with the Supervisor;
- Reviews the Information Technology environment, makes recommendations on technology to be utilized and provides clarification required;
- Submits written reports on duties;
- Undertakes programme development, testing, training of users, implementation and evaluation of applications;
- Participates in the development of user and technical manuals;
- Ensures adherence to established standards and guidelines and enhances or develops database structures;
- Participates in the selection and assessment of software packages and in the development of specifications and makes recommendations for the selection of software;
- Provides training for users and user support staff;
- Participates in the setting up and content for websites and intranets and manages the implementation and on-going maintenance of the websites and intranets;
- Drafts and makes recommendations on the standards and procedures of the framework for the development and maintenance of information applications, websites and intranets;
- Assists all staff with networking, troubleshooting and general Information Technology issues;
- Vets and edits content for Website and Social Media pages;
- Ensures all ISO 9001:2015 related duties are completed and participation in all activities as required.

**Human Resources Management:**

- Participates in the internal management of the Unit;
- Participates in the development of a culture of teamwork, employee empowerment and commitment to the organizational goals.

**Required Knowledge, Skills and Competencies****Core:**

- Strong oral and written communication skills
- Good planning and organizing skills
- Problem-solving and analysis skills
- Supervisory/management skills
- Teamwork and interpersonal skills
- Strong work ethic

**Technical:**

- Good knowledge of structured software design and programming
- Knowledge of network protocols and diagnostic tools
- Computer hardware and software troubleshooting, repair and maintenance
- Knowledge of integration of multi-vendor application software
- Comprehensive knowledge of Web Development tools and current programming languages

**Minimum Required Qualification and Experience**

- BSc. in Computer Science or related field or equivalent qualifications;
- Certificate in Networking, Database Management, Website Management or Information Technology would be an asset;
- Two (2) years related experience.

**Special Conditions Associated with the Job**

- Required to travel locally;
- Critical deadlines to be met.

### **3. Records Officer (Level 4)**

#### **Job Purpose**

To provide administrative support to the Human Resource Department by managing the retrieval and storage of Human Resource documents and processing Human Resource transactions.

#### **Key Responsibilities**

##### ***Administrative:***

- Monitors compliance with Records Management policies and standards;
- Assists in the preparation of Departmental Status Reports;
- Prepares a monthly Attendance Report, ensures the validity of the monthly Attendance Report.
- Drafts late letters for staff who are late for more than five times for the month for the signature of the Director;
- Files correspondences on the Personal Files;
- Participates in the development of the Unit's Plans and Budgets;
- Writes monthly and quarterly reports on work activities;
- Recommends and on approval, implements policy changes;
- Participates in the evaluation of equipment and supplies for the Registry;
- Plans, co-ordinates and conducts Training Sessions throughout the Organization.

##### ***Technical:***

- Develops and implements policies for electronic records;
- Stores, arranges, indexes and classifies records;
- Facilitates the development and maintenance of Filing Systems to meet administrative and legal requirements;
- Devises and ensures the implementation of retention and disposal schedules;
- Oversees the management of electronic and/or paper-based information;
- Sets up, maintains, reviews and documents Records Systems;
- Identifies the most appropriate Records Management resources;
- Advises on and implements new records management policies and classification systems;
- Provides a policy framework to guide staff in the management of their records and use of the Employer's Records Systems;
- Ensures compliance with relevant legislation and regulations;
- Standardizes information sources throughout the Organization;
- Manages the change over from paper to electronic Records Management Systems;
- Resolves problems with information management by effective use of software and other information management resources;
- Enables appropriate responses to Access to Information requests;
- Responds to internal and/or external information inquiries;
- Conducts Training Programmes/Sessions on Records Management, Information Management and related topics;
- Provides advice on Records Management issues;
- Sources requested documents by researching the files, requesting their provision from the staff member and by any other means as directed;
- Assists with the preparation of Advertisement ;
- Contacts Interviewees and Panellists;
- Assists with the collection of the Interim and final appraisals;
- Orders wreath and gift items for staff members;
- Ensures all ISO 9001:2015 related duties are completed and participation in all activities as required;
- Updates the Human Resource Management Information System;
- Creates new files and establishes appropriate methods for the storage of old files;
- Assists in filing correspondence.

##### ***Other:***

- Assist the Cashier with customer related transactions (collection of payment for registration fees) as necessary (during lunchtime and leave);
- Performs any other related duties that may be assigned from time to time.

#### **Required Knowledge, Skills and Competencies**

##### ***Core:***

- Good oral and written communication skills
- Customer and quality focused
- Teamwork and Co-operation

**Technical:**

- Experience/training in records management
- Competence in the use/application of Microsoft Office software
- Knowledge of the Staff Orders and other relevant regulations
- Competence in the application of a Human Resource Management Information System
- Knowledge of Human Resource Policies and Procedures
- Excellent knowledge of Records Management.
- Sound knowledge of relevant legislation (e.g. ATI, Archives and Copyright Acts)
- Good knowledge of computer applications e.g. Microsoft Office Suite and other relevant software

**Minimum Required Qualification and Experience**

- Two (2) CAPE subjects;
- Four (4) CXC or GCE 'O' Level subjects including English Language, Information Technology and Mathematics;
- Three (3) years in Human Resource Management or similar capacity;
- Certificate in Records Management/Human Resource Management from a recognized Agency would be an asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 20<sup>th</sup> July, 2022 to:**

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

**Email: [hrma@jipo.gov.jm](mailto:hrma@jipo.gov.jm)**

**Website: [www.jipo.gov.jm](http://www.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**