



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 264
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13th June, 2023

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 of **Registration Assistant (Level 4) not vacant** post in the **Trademarks and Designs Department, Jamaica Intellectual Property Office**, salary range \$1,272,269 to \$1,711,060 per annum.

Job Purpose

Under the supervision of the Assistant Manager, Trademarks, Designs and Geographical Indications, the Registration Assistant administers registration services for JIPO in keeping with the Intellectual Property (IP) legislation and JIPO's guidelines and procedures. This post also establishes, maintains and updates registers for trademarks, designs and geographical indications and assists in the organisation and delivery of administrative services thereby contributing to the overall effectiveness and efficiency of JIPO.

Key Responsibilities

Technical/Professional:

- 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;
- Formulates IP registration, recording systems and procedures after being approved by the Assistant Manager;
- Assists with the registration of Intellectual Property Rights (IPR) in the official Registers by recording various particulars including Trademark Design or Geographical Indication, number, name and address of the proprietor, description of the IPR, date of filing, classification details, date entered on Register and the description of goods/services;
- Generates Trademark, Design, Patent and User Document (renewal, changes etc.) number;
- Assists with examining Intellectual Property Right Certificates (which includes but not limited to Trademark, Design and GI Registration, renewals, assignment, change of address & name certificates) and preparing certified copies thereof;
- Calls various actions in the Electronic Intellectual Property Administration System (IPAS) database;
- Prepares and dispatches IP Registration certificates;
- Maintains an effective filing system to ensure easy retrieval of documents and files;
- Ensures the security of Manual and computerized confidential files and records;
- Notifies the Assistant Manager in writing of any discrepancies or irregularities in the draft Monthly Intellectual Property Journal prior to publication;
- Assists with preparing and generating acknowledgement and withdrawal letters for Trademarks and Designs;
- Maintains computer tracking system in respect to all documents;
- Assists with the process of authenticating documents, affixing seal, and stamping documents;
- Assists with the compilation and maintenance of data sets and confidential database;
- Makes photocopies, scans and uploads documents related to the IP Registrations;
- Writes reports on findings and other work related issues;
- Consults with Assistant Manager to discuss applications and receives guidance and direction;
- Responds proactively to customer enquiries and disseminates information as required;
- Ensures all ISO 9001:2015 related duties are completed and participation in all activities as required.

Other Duties:

- Assists with relieving Receptionist/Customer Service Officer as the need arises.
- Performs other related duties.

Required Knowledge, Skills, and Competencies

- 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.
- Working knowledge of Records Management
- Good analytical and communication skills.
- Proficiency in the use computer and modern software applications
- Meticulous attention to detail.
- Ability to work on own initiative.
- Ability to work under pressure
- Good interpersonal skills.
- Strong Customer Relation Skills.

Minimum Required Qualification and Experience

- Four (4) CXC/GCE Ordinary 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, 26th June, 2023 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**