



## Office of the Services Commissions

(Central Government)  
Ministry of Finance and the Public Service Building  
30 National Heroes Circle, Kingston 4  
Jamaica, West Indies  
Tel: 876-922-8600  
Fax: 876-924-9764  
Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 428** **OSC Ref. C. 6555<sup>16</sup>**

**9<sup>th</sup> October, 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 fill/be assigned to the following posts of in the **Jamaica Intellectual Property Office (JIPO)**:

1. **Manager, Finance and Accounts (Level 8) (Vacant) - Finance and Accounts Branch**, salary range \$5,858,303 - \$7,878,767 per annum and any allowance(s) attached to the post.
2. **Manager, Trademarks, Designs and Geographical Indications (Level 8) (3 years Contract) - Trademarks/Registry Branch**, salary range \$5,858,303 - \$7,878,767 per annum and any allowance(s) attached to the post.

#### **1. Manger, Finance and Accounts (Level 8)**

##### **Job Purpose**

Under the general direction of the Executive Director, the Manager, Finance and Accounts is tasked with the responsibility for Finance and Accounting, procurement, revenue collection and management of the general financial operations of the JIPO in accordance with the Public Bodies Management and Accountability Act (PBMA), the Financial Administration and Audit (FAA) Act, the Income Tax Act, the Government Procurement guidelines and the relevant regulations and legislation.

Also, Responsible for the management of JIPO's financial resources, including the determination of priorities and allocations of resources, utilization of revenue generated and ensuring that the budgeting system instituted is timeframe sensitive. Providing Financial advice to the Executive Director and Senior Management Team on matters including budget reviews, priorities and targets.

##### **Key Responsibilities**

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

- Exercises responsibility for the day to day Financial and Accounting Operations of JIPO;
- Contributes to the general Management and Strategic direction of the JIPO and to the development and implementation of Financial Management and Operational policies;
- Participates in the Quarterly Evaluation of the performance of Programme Managers in achieving the Objectives and Strategies in the Corporate Plan;
- Provides authoritative and accurate advice and specialist assistance to the Executive Director, Senior Management and staff members;
- Participates in meetings, conferences, seminars and other fora and makes presentations as required.

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

- Plans, organizes and co-ordinates the Financial and Accounting Operations of the JIPO;
- Exercises responsibility for the financial assets of the JIPO;
- Ensures the effective efficient and economical use of JIPO's funds in the fulfilment of its corporate objectives and in the pursuit of the implementation of the Budget ensuring a high standard of probity, propriety, transparency, accountability and value for money;
- Develops a Timeframe Sensitive Budget System and guides and provides expert advice to the Executive Director, the Finance Committee of the Board, the Senior Management Team, as required;
- Examines Budgets for consistency with targets and priorities and prepares timely Financial Statements, analyses and reports for management, Advisory Board Members, Ministry of Finance and the Public Service as required;
- Analyzes Financial Statements and provides reports on adherence to standards and regulations and makes recommendations for corrective action;
- Advises the Executive Director on the use and application of revenue earned and on general financial issues such as major revenue and expense issues and assets acquisition;

- Implements and maintains effective systems and procedures for safeguarding, recording and controlling all the financial and accounting resources of JIPO;
- Monitors and controls Cash Flows including periodic reviews of rates, fees, contributions and charges for services and ensures that mechanisms for controlling expenditures are strengthened;
- Ensures proper budgeting and accounting for externally funded projects;
- Ensures effective functioning of a system of Internal Audit;
- Implements and maintains effective systems and procedures for managing JIPO's funds;
- Manages the Procurement Systems for the proper acquisition and utilization of resources in accordance with Government policies, procedures and the FAA Act;
- Develops systems to evaluate and determine the feasibility of income generating projects and activities that can enhance the resource earning capabilities of JIPO;
- Maintains effective working relationships with external and internal stakeholders and clients ensuring that the Accounting and Financial personnel provide a consistently high level of service.

***Human Resource:***

- Provides leadership and guidance to officers supervised through mentorship, coaching, training, communication and setting of objectives and priorities;
- Develops a culture of efficiency, teamwork empowerment and commitment to projected goals;
- Participates in the recruitment of staff and development and implementation of a Succession Planning Programme;
- Manages the Performance Appraisal Reports for the officers supervised and makes recommendations for training, promotion leave and other personnel action;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Strong presentation, oral and written communication skills
- Strong analytical and negotiating skills
- Strong interpersonal and influencing skills
- Strong leadership and teambuilding skills
- Strong customer relations skills
- Strong planning and organizing skills
- Good problem-solving skills
- Ability to deal tactfully and diplomatically with private and Public Sector personnel
- Sound understanding of the decision-making process
- Good team skills
- Excellent knowledge of Government Accounting and Financial Procedures, FAA Act and Regulations
- Excellent knowledge of the Organization's policies and procedures
- Excellent knowledge of GOJ Procurement Procedures and Policy
- Proficiency in the use of spreadsheets and computerized accounting systems

**Minimum Required Qualification and Experience**

- Bachelor's degree in Accounting, Business Administration or Management Studies or Economics or equivalent qualifications and nine (9) to ten (10) years relevant experience.  
**OR**
- Association of Certified Chartered Accountant (ACCA) or Certified Public Accountant (CPA) or any equivalent recognized professional qualification in accounting or management plus at least seven (7) years post qualification experience.  
**OR**
- Master's Degree in Accounting, Business Administration or Management Studies or any equivalent relevant qualification from a recognized tertiary institution plus at least seven (7) years post qualification experience.

**2. Manager, Trademarks, Designs and Geographical Indications (Level 8)**

**Job Purpose**

Under the general direction of the Deputy Director/Registrar, the Manager, Trademarks, Designs and Geographical Indications exercises responsibility for the carrying out of statutory functions relating to the Trademarks, Designs and Geographical Indications in accordance with the respective national laws and applicable international treaties.

## **Key Responsibilities**

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

- Participates in the review of and amendments of legislation internal policies, systems and procedures;
- Participates in the development of the Budget, Corporate and Strategic Plans and monitors the performance of staff in meeting performance plans;
- Determines the day-to-day and long term needs for staff and develops in conjunction with the Deputy Director plans and operating methods;
- Investigates complaints and operations generally and recommends changes as required to enhance performance and customer service;
- Provides guidance and advice to internal and external stakeholders;
- Represents the JIPO at meetings, conferences and other functions as required.

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

- Keeps abreast of trends and developments in the Intellectual Property field generally and Trademarks and Designs specifically;
- Peruses applications ensuring adherence to the relevant laws, regulations and guidelines;
- Analyzes technical data, logos, shapes for example to glean information on trademarks and designs;
- Oversees research on new trademarks and advises accordingly by carrying out national and international searches to see if the proposed trademark is already in use;
- Examines all procedural details of Trademark and Design Registration;
- Monitors existing and proposed trademarks;
- Confers with the Registrar on complex and problematic cases;
- Reviews the examination work and other assignments by the Assistant Manager, Examination Officer and Registration Officer;
- Formulates written statements of reasons for decisions taken in the review of examination;
- Undertakes quasi-judicial duties, including the conduct of Hearings and the handing down of written decisions;
- Submits to the Registrar written statements of reasons for decisions in reviews of examinations;
- Reviews and recommends changes to legislation and internal policies, systems and procedures to attain best practices and to facilitate efficiency and effectiveness;
- Liaises with officers in the Secretariats for International conventions on matters relating to trademarks, designs and geographical indications;
- Undertakes related research and participates in the development of IP publications, papers and documents;
- Communicates with officers of the IP Support Unit regarding the development of public education and training programmes and with officers of the Law and Strategic Planning Division on policy issues;
- Interfaces with the Compliance Unit on anti-piracy/counterfeit matters;
- Ensures all ISO 9001:2015 related duties are completed and participation in all activities as required.

### ***Human Resources Management:***

- Determines areas of responsibility and co-ordinates work;
- Monitors and evaluates staff supervised;
- Provides leadership, guidance and advice to staff;
- Delegates work and communicates with staff on policies, procedures and regulations;
- Evaluates staff and recommends training, promotion, disciplinary and related issues;
- Performs any other related duties that maybe assigned from time to time.

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

- Strong organisational, negotiation and communication skills
- Knowledge of legal and legislative principles and practices
- Leadership, team building and collaborative skills and ability to deal tactfully with staff
- Good drafting research and analytical skills
- Ability to evaluate information and demonstrate sound judgement in decision-making
- Ability to coach and develop staff and to provide constructive feedback
- Ability to write clearly and succinctly on a range of complex legal issues
- Legal and/or technical knowledge in the area of Trademarks and Designs
- Knowledge of the relevant Intellectual Property Laws
- Considerable knowledge of the examination requirements for the granting of rights relating to Trademark, designs and geographical indications as required by the appropriate legislation
- Considerable knowledge of the methods available for the dissemination of information on trademarks, designs and geographical indications.

**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 the area of Trademarks, Designs or Geographical Indications;
- Four (4) years experience with at least two (2) years at a supervisory level.

Applications accompanied by résumés should be submitted **no later than Monday, 23<sup>rd</sup> October, 2023 to:**

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

Website: [www.jipo.gov.jm](http://www.jipo.gov.jm)  
Email: [hrma@jipo.gov.jm](mailto: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