



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
Website: www.osc.gov.jm

CIRCULAR No. 404 **OSC Ref. C. 6555¹⁸**

9th October, 2024

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. **Legal Assistant (Level 5) (Not Vacant)**, salary range \$2,190,302 To \$2,945,712 per annum.
2. **Registration Assistant (Level 4) (Not Vacant)**, salary range \$1,711,455 to \$2,301,186 per annum.

1. Legal Assistant (Level 5)

Job Purpose

The Legal Assistant is responsible for the provision of general administrative and secretarial support to Legal and Corporate Relations Branch in achieving JIPO's stated objectives. There is the requirement to prepare relevant documents and correspondence to ensure timely and adequate responses to queries, and to organize the efficient flow of information between JIPO and internal as well as external stakeholders.

Key Responsibilities

Management/Administrative

- Provides administrative support with regard to the services and activities of the JIPO;
- Conducts research, compiles reports and presents findings and advice and recommendations on the matters under review;
- Participates in the planning and organizing of meetings, seminars and training sessions;
- Conducts searches in accordance with statutory procedures;
- Assists with the process of authenticating documents for dispatch, by affixing seal and stamping documents;
- Prepares reports and documents;
- Arranges and monitors the logistics for internal and external meetings;
- Provides administrative support at meetings, conferences, workshops and seminars;
- Coordinates responses to external requests for information.

Technical/Professional

- Participates in the completion of forms for filing and in the development of form letters for clients and foreign counsel;
- Interacts daily with clients and provides advice and guidance as required;
- Maintains a schedule of all filing deadlines;
- Organises files, dockets and maintains records for the department;
- Drafts, types and dispatches correspondence, reports and other documents as required;
- Prepares statistical data, charts, graphs etc., for inclusion in reports;
- Tracks upcoming deadlines and reports on the progress of tasks delegated;
- Maintains an effective filing system to ensure easy access and retrieval of documents and files, and ensures the security of manual and computerized confidential files and records;
- Prepares correspondence and takes, prepares and distributes Minutes of meetings;
- Schedules and records appointments, and manages the appointment calendar for the Deputy Director/Legal Counsel, providing reminders when the dates are approaching;
- Receives incoming related correspondence and documents and reroutes them to relevant officers;
- Conducts research, prepares and/or edits reports or other documents as directed;
- Maintains a record of all incoming and outgoing files and correspondence;
- Receives, screens and, if necessary, re-directs telephone callers and visitors and logs all calls and messages;
- Photocopies and scans documents as required;
- Ensures all ISO 9001:2015 related duties are completed and participation in all activities as required;

- Performs any other duties that may be assigned.

Required Knowledge, Skills and Competencies

- Knowledge of secretarial practices and procedures.
- Good customer relations skills.
- Excellent oral and written communication skills.
- Good research skills.
- Knowledge of policies, programmes and procedures of JIPO and of general operations.
- Ability to maintain integrity and confidentiality.
- Ability to transcribe material in a clear, accurate and acceptable manner.
- Excellent communication and interpersonal skills.
- Good organizational and time management skills.
- Knowledge of modern office procedures.
- Knowledge of records/file management.
- Good reporting skills.
- Initiative, tact and diplomacy.
- Proficiency in shorthand, speedwriting and typewriting.
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- A First Degree in Public Administration, Public Sector Management, Humanities, Social Science.

OR

- An Associate Degree/ Diploma in Business Administration, PLUS
- At least five (5) years related experience.

OR

- Graduation from an accredited School of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at the speed of 100-120 words per minute. English Language at GCE or CXC level; training in the use of a variety of software applications and seven (7) years related experience plus the appropriate Office Professional Training Course at MIND.

OR

- Equivalent professional qualifications.

2. Registration Assistant (Level 4)

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

- 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 Trade Mark, 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 Trade Mark, Design, Patent and User Document (renewal, changes etc.) number.
- Assists with examining Intellectual Property Right certificates (which includes but not limited to Trade mark, 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.
- Maintain 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.
- Photocopies, scan and upload documents related to the IP registrations.
- Write reports on findings and other work related issues.
- Consults with Assistant Manager to discuss applications and receive 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.
- 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 of 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 relations skills.

Minimum Required Qualification and Experience

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

Applications accompanied by résumés should be submitted **no later than Wednesday, 23rd October, 2024 to:**

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

**Website: www.jipo.gov.jm
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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**

