

CIRCULAR MEMORANDUM

E: 01/19

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HW/nb

FROM : Director of Personnel Administration

TO : Permanent Secretaries and Heads of Departments

DATE : 4th January, 2019

SUBJECT : **Notice of vacancy for the office of Deputy Controller (Group L3), Intellectual Property Office, Ministry of the Attorney General and Legal Affairs**

I shall be grateful if you will bring this Circular Memorandum to the attention of your staff.

Applications are invited from suitably qualified officers in your Ministry/Department for the office of **Deputy Controller (Group L3), Intellectual Property Office, Ministry of the Attorney General and Legal Affairs.**

Minimum qualifications:

- *LLB and an LEC- Legal Education Certificate*
- *Admission to practise Law in Trinidad and Tobago*

Minimum Experience:

- *Certification in one or more areas of Intellectual Property (Patents, trademarks and copyright) as evidenced by training in the WIPO Fellowship Award Scheme (internationally recognised qualification) or a Distance Learning certification*
- *Eight (8) years as an Attorney-at-Law including four(4) years experience in an Intellectual Property Office*
- *Extensive knowledge of the Intellectual Property Laws and Regulations of the Country and the International Conventions on Intellectual Property*
- *Extensive knowledge of the practices and rules of procedure relating to the conduct of Hearings*

- *Extensive knowledge of examination requirements for the grant and maintenance of Intellectual Property rights as required by the appropriate legislation*
- *Extensive knowledge of the methods available for the dissemination of appropriate information from the documentation maintained by the Intellectual Property Office*

SKILLS

- *Excellent advocacy skills*
- *Excellent interpersonal skills*
- *Excellent communication skills both written and oral*
- *Excellent management and supervisory skills*
- *Excellent analytical and reasoning skills*
- *Excellent negotiation skills*
- *Excellent human relations skills*
- *Excellent computer skills*

Salary:

Group L3: \$25,860 per month

Applications from officers holding permanent appointments in the Public Service should be made on the Application for Promotion Form. Temporary officers should use the Employment Application Form No.Sc-125.

Interested officers must send their applications through their Permanent Secretaries or Heads of Department no later than **28th January, 2019** to **The Director of Personnel Administration, Service Commissions Department:**

**Cipriani Plaza
52-58 Woodford Street
Newtown
Port-of-Spain**

Or

**Wilson Road
Scarborough
Tobago**

For further details, persons wishing to apply can access the Notice of Vacancy, the Application Form and the Job Specification at the Service Commissions Department and on the website at **www.scd.org.tt**

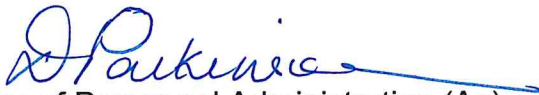
Persons who have applied previously and who still wish to be considered for appointment to the office are advised to re-apply in response to this Notice.

INCOMPLETE AND UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED

Please see the website for details on:

- a) Information/documents to be submitted; and**
- b) Applications which are deemed incomplete and unsuitable**
- c) The Application Checklist**

EXPERIENCE AND TRAINING RELEVANT TO THE OFFICE SHOULD BE CLEARLY STATED TO DETERMINE APPLICANT'S ELIGIBILITY

A handwritten signature in blue ink, appearing to read "D. Parkin", with a long horizontal stroke extending to the right.

Director of Personnel Administration (Ag)