



SERVICE COMMISSIONS DEPARTMENT

ADVERTISEMENT OF VACANCY

Office of Deputy Controller (Group L3), Intellectual Property Office, Ministry of the Attorney General and Legal Affairs

Applications are invited from suitably qualified nationals and members in the Commonwealth for appointment to the office of **Deputy Controller (Group L3), Intellectual Property Office, Ministry of the Attorney General and Legal Affairs.**

The incumbent is required to assist the Controller, Intellectual Property Office in planning, directing and co-ordinating the legal work of the Intellectual Property Officer and in carrying out its judicial functions.

The incumbent is also required to assist the Controller of the day to day administration of the Office and supervises work of experienced professional and clerical staff in legal functions associated with the examination of applications for Intellectual Property Rights, the granting of the appropriate Intellectual Property Rights, the maintenance of accurate records of the status of Intellectual Property Rights granted and the judicial functions such as associated with (ex-parte) hearings on the granting or maintenance of Intellectual Property Rights.

REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

Minimum qualifications:

- *LLB and a LEC – Legal Education Certificate*
- *Admission to practice 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

For further details persons wishing to apply can access the Advertisement, the Application Form No.Sc-125 and the Job Specification at the Service Commissions Department and on the website at www.scd.org.tt

Interested persons must submit their applications 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**

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 Advertisement.

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