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CIRCULAR No. 207 **4th November, 2026**
OSC Ref. C. 6555[17]

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 the following **vacant** posts of in the **Jamaica Intellectual Property Office (JIPO):**

1. **Director, Public Procurement (Level 7)**, salary $4,479,584 per annum.
2. **Technical Coordinator (Level 7)**, salary $4,479,584 per annum.
3. **Programmes and Public Relations Officer (Level 7),** salary $4,479,584 per annum.
4. **Registration Officer, IR (Level 6),** salary $2,943,960 per annum.
5. **Registration Assistant, IR (Level 5)**, salary $2,299,817 per annum.
6. **Collection Officer (Level 4)**, salary $1,796,613 per annum.

1. Director, Public Procurement (Level 7)

Job Purpose

The incumbent will manage and coordinate the procurement processes for the acquisition of goods and services essential for the operation of the Office, ensuring that all procurements are conducted in accordance with the Government of Jamaica Procurement Guidelines and Procedures.

Key Responsibilities

- Assists in the maintenance of a filing system for financial documents;
- Prepares tender notices and advertisements;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Prepares Quarterly Contracts Award Report to be submitted to The Contractor General's
- Office (QCA Report);
- Coordinates the procurement process for the Office by preparing and reviewing technical specifications in collaboration with stakeholders, refining Terms of Reference (TOR) and preparing Request for Proposals (RFP) and bidding documents;
- Assists with reviewing and evaluating proposals and bids received and assists with the process of engaging consultants and suppliers;
- Prepares RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved Budget;
- Processes Purchase Requisition Forms for all Departments for the procurement of goods and services;
- Ensures that all Office's contracts are reviewed, also sent to the Legal Department;
- Assists with preparing Procurement Plans for the Office;
- Maintains Database, contract register with current cost and location of goods, works, and services and establish links with ones in other Government Agencies;
- Maintains data file with Government of Jamaica Procurement Procedures;
- Ensures that cheques and Withholdings Tax Certificates are collected by the supplier once goods are received in good condition and according to the Purchase Order;
- Chairs Tender Opening exercises conducted by the Office;
- Participates in the evaluation of Tenders;
- Ensures that supplier's invoices are paid in a timely manner;
- Advises on the reliability and performance of suppliers;
- Attends meetings of Procurement and Contracts Committees in the absence of the Manager;
- Disburses stationeries and tea supplies from utility room;
- Submits relevant guidelines, in writing, to the Management team, on matters relating to procurement procedures and other matters

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Ability to work as a team
- Ability to work on own initiative

Technical

- Ability to carry out all aspects of the job effectively and efficiently.
- Knowledge of GOJ procurement guidelines
- Sound knowledge of the Government Public Procurement Act 2015 & Regulations
- Sound knowledge of the FAA Act
- Sound Knowledge of Supplies Management
- Knowledge of Budget Preparation
- Knowledge of Contract Management
- Knowledge of Tender Management Good interpersonal skills
- Knowledge of the operations of Government/knowledge of the Office's policies;
- Proficiency in the use of the relevant Computer applications;
- Proficient in Microsoft Office Suite (Word, Excel, and Outlook, PowerPoint);
- Analytical and problem-solving skills

Minimum Required Qualification and Experience

- First Degree in Management Studies or Business Administration, or equivalent.
- Training in Government Procurement and/or Supplies and Purchasing Management.
- At least Three (3) years' experience in purchasing in the government service, preparation of tenders and negotiating contracts for goods and service.

2. Technical Coordinator (Level 7)

Job Purpose

Under the supervision of the Executive Director, the incumbent is responsible for co-ordinating and managing all the administrative functions of the Executive Office, ensuring smooth, efficient and effective operations. Also, facilitates the effective flow of information between the Executive Office and internal and external stakeholders.

Key Responsibilities

- Monitors and co-ordinates all administrative functions of the Executive Office to ensure that objectives are met and when there are deviations recommends that corrective actions be taken;
- Ensures that all Performance Reports are prepared and reviewed for the attention of the Executive Director;
- Ensures that all correspondence are processed and submitted for the attention of the Executive Director and ensures timely action;
- Guides the development, implementation and maintenance of appropriate communication, Information Management and Records Management Systems that facilitates timely and accessible information to and from the Executive's Office;
- Ensures that all administrative matters for the Executive Office are administered effectively and makes recommendations for improvements as required;
- Proactively prioritizes conflicting needs ensuring that they are handled expeditiously and are followed through to successful completion.
- Types, formats/produces documents using the relevant computer software;
- Participates in administrative planning of the Office to ensure that maintenance of commitments and deadlines are kept;
- Participates in the preparation of official documents including Board Reports, Corporate and Organizational Plans, Statistical Data, Annual Reports, and co-ordination of various reports; • Organizes and manages the office schedule;
- Attends Senior Managers Meeting bi-weekly and reproduces the Minutes and ensures follow –through with post meeting decisions and actions;
- Provides secretarial and administrative support to the Advisory Board which includes drafting agenda, recording and transcribing minutes and circulating documents for meetings, seminars and conferences;
- Researches and compiles data, information and confidential files as requested;
- Manages the Executive Director's Appointment Diary including scheduling appointments and liaising with internal and external personnel;

- Ensures that the Executive Director is kept abreast of relevant information on issues relating to the Office;
- Provides advice, speech, briefings and support to the Executive Director.
- Attends high-level meetings and records Minutes for transcription, prepares action items, and ensures follow-through;
- Gathers critical information from meetings and other interactions with various stakeholders and produces reports;
- Ensures that available information is analysed in a co-ordinated manner and utilized for decision-making at different levels;
- Interacts/networks directly with internal and external stakeholders to ensure that matters in relation to the Office are expeditiously undertaken/addressed;
- Manages overseas and local travel arrangements for the Office, ensuring that all necessary arrangements - travel, accommodation, technical documents/papers are in place;
- Prepares itinerary for local and overseas official duties;
- Prepares, creates and reviews the Executive Director's PowerPoint presentation, reports and plans.

Required Knowledge, Skills and Competencies

Core

- Excellent customer service skills
- Excellent communication and interpersonal skills
- Good research skills
- Good reporting skills
- Problem solving and conflict management skills
- Initiative, tact and diplomacy
- Ability to maintain integrity and confidentiality
- Ability to effectively manage/work in a team

Technical

- Sound background in administrative or office management
- Knowledge of secretarial practices and modern office procedures
- Good leadership, organizational and time management skills
- Knowledge of policies, programmes and procedures of JIPO and of general operations
- Ability to transcribe material in a clear, accurate and acceptable manner
- Ability to work on own initiative and under pressure
- Ability to inspire confidence and manage relationships
- Knowledge of records/file management
- Proficiency in shorthand, speedwriting and typewriting
- Minutes and report writing skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- First Degree in Public Administration, Public Sector Management, Humanities, Social Science, or equivalent.
- At least five (7) years related experience
- Certification in English, Legal, Secretarial and Administrative Management

3. Programmes and Public Relations Officer (Level 7)

Job Purpose

To assist in developing, implementing and maintaining an effective communication, public education programme, special programmes, technical assistance projects, consultations, special missions and various developmental activities for the Office.

Key Responsibilities

- Assists with scheduling programmes and project preparation activities;
- Assists with the Developing objectives, work schedules and programmes relating to the execution of programmes and projects;
- Participates in the development and implementation of internal review programmes, reviews, project activities;
- Assists with planning and execution of National Intellectual Property Week.

- Provides information and support in the development of clear proposals for the implementation of approved projects including identification/clarification of deliverables, implementation modalities and the design of implementation plans (resource, financial, risk, procurement plans etc.);
- Assists with Maintaining client relationships including liaison, negotiation and communication with key stakeholders;
- Provides a high level of professional customer service to clients and key stakeholders;
- Coordinates programmes to support timely provision of programmes, marketing and project milestones and tasks;
- Makes recommendations for the developments in the Programmes and Project Management field and represent the JIPO at conferences, seminars and meetings and provides professional support as required;
- Assists with planning and coordinating the development, management, implementation and monitoring of programmes and projects in the JIPO;
- Organizes and coordinates seminars, workshops, marketing initiatives and other outreach programmes and projects including the National Intellectual Property Week;
- Assists with planning and coordinating international missions, visits and consultations and ensures attendant logistical arrangements are made;
- Conducts field visits as required to verify programmes and project activities and organizes effective time management;
- Provides response to requests for information by the mass media and/or the general public in compliance with the Access to Information Act With advice from the Manager;
- Participates in the development and periodical updates of Communication and
- Public/Media Relations policies and procedures for the Office and implements;
- Assists with organizing press conferences and interviews, briefings and media events;
- Assists with developing and implementing Public Education/Information Programmes utilizing the mass media, including all electronic channels, and public fora to foster greater understanding and public awareness of the role and functions of the Office;
- Establishes and Maintain social media presence (e.g. Facebook, Twitter, Blog, Youtube, etc.) and manages daily, including initiating/curating and posting relevant content, monitoring and responding to users, blogger outreach, engaging in dialogues and answering questions where appropriate, capturing customer online reviews, monitoring online ratings and responding accordingly, identifying threats and opportunities in customer generated content concerning the Treasury, and addressing/reporting notable threats;
- Assists with reproducing and disseminating informational and educational material, policies and Standards for the operation of MDAs, directories and other information regarding Intellectual Property;
- Assists with maintaining editorial and graphical standards for public information to ensure clarity and a high standard of quality for all publications and communications.

Required Knowledge, Skills and Competencies

- Excellent planning, organizational and multi-tasking skills
- Excellent verbal and written communication skills
- Good leadership and interpersonal skills
- Good customer service relations skills
- Good analytical skills
- Strong team building and negotiation skills
- Strong creative and problem-solving skills with the ability to work both independently and as part of a team
- Ability to work with tight guidelines and deliver positive results
- Ability to elicit cooperation and to adapt and respond to changes in priority and environment
- Strategic thinking and documentation skills
- Knowledge and experience of programmes and project development and administration
- Media and Public Relations
- Good research methods and information gathering skills
- Excellent knowledge of JIPO’s policies and procedures
- Excellent presentation skills
- Good problem-solving skills and tenacity
- Proficiency in the use of relevant computer applications
- Social Media Marketing

Minimum Required Qualification and Experience

- Bachelor's Degree in Media/Communication Studies, Mass Communication, Public Relations or related field;
- At least Three (3) years related experience, with a minimum of three (3) years at a senior managerial level;
- Experience, training and certification in the development of programmes, public relations and project management;
- Specialized training and certification in any of the technical areas of Intellectual Property would be an asset.

4. Registration Officer, IR (Level 6)

Job Purpose

Under the supervision of the Manager, Trademarks, Design and G.I. the incumbent is responsible for administering international registration (Madrid) services for the Office in keeping with the IP legislations and JIPO's guidelines and procedures.

Key Responsibilities

- Establishes and maintains effective international registration and recording systems;
- Ensures that the register for international registrations (Madrid) are updated, accurate and properly secured;
- Provides information and guidance on international registration procedures and ensures that regulations and established procedures are correctly applied;
- Keeps management informed by examining international (Madrid) applications, summarizing information and making related reports;
- Examines local and international trademarks and designs for all applicants both local and overseas, as required;
- Examines applications for local and international trademarks, designs and geographical indication as well as amendments and modifications for compliance with statutory regulations;
- Prepares, upload and submit notifications, including Provisional Refusal and Statement of Grant to the World Intellectual Property Office (WIPO);
- Prepares, upload and submit Confirmation of Provisional Refusals to WIPO;
- Keeps track of notifications from WIPO and provisional refusals to make sure a response is received within the specified period;
- Prepares miscellaneous notices and responses to irregularities, and submit to WIPO;
- Completes workflow process for IRN's that were provisionally refused;
- Processes all documents filed for oppositions from filing through to the hearing;
- Generates and emails the relevant letters based on the documents filed;
- Prepares advertisements of applications and other matters to be published in the JIPO Trademarks Journal or other media to ensure accuracy and compliance with JIPO's laws;
- Notifies the Assistant Manager in writing of any discrepancies or irregularities in the publication;
- Accurates registration all of trade Marks in the Trade Mark register by recording the Trade Mark number, name, address and description of Trade Mark, date of registration, class of goods, date entered on register and the description of good;
- Generates Trade Mark, Design, Patent and User Document (renewal, changes etc.) number;
- Undertakes assignments relating to the implementation of compliance measures against counterfeiting;
- Responds proactively to customer enquiries and disseminates information and advice as required;
- Establishes approvals of all user documents before they are registered or recorded e.g. Assignments, mergers, etc.
- Generates and signs acceptance and rejection letters;
- Updates Intellectual Property Administration System (IPAS);
- Prepares legal notices and correspondence for Intellectual Property applicants;
- Prepares and dispatches various correspondence;
- Assists with the processing of oppositions, amendments, renewals and extension of time Conducts research on applications for local and international trademark, designs and geographical indications;
- Writes reports on findings and other work-related issues;
- Consults with Assistant Manager to discuss cases, receive advice and direction;
- Provides first-class customer service, and respond proactively to customer enquiries and disseminate information and advice as required;

- Assists with public awareness/outreach and sensitization on local and international Intellectual Property Rights.

Required Knowledge, Skills and Competencies

Core

- Good analytical and communication skills
- Meticulous attention to detail
- Ability to work on own initiative
- Ability to work under pressure
- Good interpersonal skills
- Strong customer relation skills

Technical

- 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
- Knowledge of Madrid Protocol
- Working knowledge of Records Management
- Proficiency in the use computer and modern software applications

Minimum Required Qualification and Experience

- Associate Degree in Business Administration, with at least 2 years related working experience.
- Training General Intellectual Property.

OR

- Two (2) A Level subjects (or equivalent qualifications), **and**
- Five (5) CXC/GCE Ordinary level subjects (or the equivalent) including English, Language and Mathematics; **plus**
- Four (4) years related experience in a related field.
- Advanced training/certification in Intellectual Property, Trade Marks and or Madrid Protocol.

5. Registration Assistant, IR (Level 5)

Job Purpose

Under the supervision of the Assistant Manager, Trademarks, Designs and Geographical Indications, the Registration Assistant, IR assists with administering international registration (Madrid) services for JIPO in keeping with the Intellectual Property (IP) legislation and Madrid Protocol.

Key Responsibilities

- Assists with maintaining effective international registration and recording systems;
- Ensures that the register for international registrations (Madrid) are updated, accurate and properly secured;
- Assists with the registration of international applications (Madrid) 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, 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 International Registration Statement of Grants;
- 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 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, 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 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.

Required Knowledge, Skills and Competencies

Core

- Ability to work on own initiative
- Ability to work under pressure
- Good interpersonal skills
- Strong customer relations skills
- Good analytical and communication skills
- Meticulous attention to detail.

Technical

- 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.
- Knowledge of Madrid Protocol
- Working knowledge of Records Management
- Proficiency in the use of computer and modern software applications

Minimum Required Qualification and Experience

- Five (5) CXC/GCE Ordinary level subjects (or the equivalent) including English Language and Mathematics, **plus**
- Two (2) years related work experience.
- Training in Intellectual Property Office would be an asset.

6. Collection Officer (Level 4)

Job Purpose

Under the supervision of the Management Accountant, the Collection Officer is responsible for the collecting and lodging of public monies, and for the maintenance of the Petty Cash Imprest.

Key Responsibilities

- Assists in the maintenance of a filing system for financial documents;
- Logs cheques in the register and generates voucher numbers;
- Verifies entries in the value book against the money received;
- Prepares lodgements for the bank;
- Deposit lodgements at the bank;
- Maintains the Petty Cash Imprest;
- Enters all cheques received in the cheques book and prepares cheques for payment as the need arises;
- Issues receipts and invoice books and keeps a record for purposes of internal control and audit;
- Maintains records of all auxiliary and official receipts;
- Collects fees for registration of intellectual property and assists with customer queries;
- Ensures all ISO 9001:2015 related duties are completed and participation in all activities as required;
- Checks the accuracy of invoices submitted;
- Prepares trend analysis reports for receipts and disbursement.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Teamwork and cooperation
- Good customer and quality focus

Technical

- Knowledge of Government Accounting principles.
- Computer literacy
- Ability to carry out all aspects of the job effectively and efficiently
- Knowledge of Peachtree Accounting Software
- Knowledge of GOJ financial management system
- Knowledge of GOJ FAA Act

Minimum Required Qualification and Experience

- Five (5) CXC or GCE Ordinary Level subjects including Mathematics, Accounts and English Language
- MIND Certificate in Government Accounting would be an asset
- Three (3) year related working experience in a similar capacity

Applications accompanied by résumés should be submitted **no later than Tuesday, 17th November, 2026 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.

M. Greene (Mrs.)
for Chief Personnel Officer