



**JAMAICA INTELLECTUAL PROPERTY OFFICE**  
(An Agency of the Ministry of Industry, Investment and Commerce)

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## **CAREER OPPORTUNITY**

### **MANAGER, COPYRIGHT & RELATED RIGHTS (LEVEL 8)**

**DURATION: 3 YEARS CONTRACT**  
(renewable on satisfactory performance and 25% gratuity on Basic Salary)

**BASIC SALARY: \$2,788,986 to \$3,486,231 per annum**

**TRAVELLING ALLOWANCE: \$894,924 per annum**

**OTHER ALLOWANCES:**  
**Library \$187,835.00 per annum; Robing \$140,000.00 per annum,**  
**Laundry \$40,000.00 per annum**

**HEALTH BENEFITS:** Health Insurance; Group Life Insurance

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#### **JOB PURPOSE:**

Under the supervision of the Deputy Director/Legal Counsel, the Manager, Copyright and Related Rights is responsible to carry out the administrative functions in relation to the implementation of the Copyright and Related Rights Laws involving recommendations to the policy.

Also, to supervise and direct staff in the administrative functions associated with these Laws and Regulations under the Laws and International Treaties and Agreements to which the country is a party.

#### **KEY RESPONSIBILITY AREAS**

##### **Management/Administrative Responsibilities**

- Ensures that monthly and quarterly achievement reports are reviewed, collated and completed.
- Assists in organizing and arranging seminars and training for the Unit.
- Follows up on correspondence and directives referred by the Deputy Director/Legal Counsel.

- Prepares correspondence as directed and writes reports, letters and briefs on various activities.
- Responds to queries from internal and external clients.
- Manages, motivate and appraise direct report(s).
- Prepares the budget for the Unit.
- Develops the operational and individual work plans for the unit

### **Technical/Professional Responsibilities**

- Keeps Deputy Director/Legal Counsel informed by analysing operations and making recommendations for changes for efficiency and effectiveness.
- Establishes and records data and systems for recording and reporting on work assigned.
- Participates in the preparation of periodic reports and reviews and coordinates and prepares information for technical reports.
- Reviews work relating to Copyright decisions made by direct reports.
- Ensures that staff supervised adheres to procedures under relevant laws and international treaties to which Jamaica is a party and performs related duties as directed by the Deputy Director/Legal Counsel.
- Confers with the Secretariats for International Conventions concerned with Copyright and Related Rights
- Participates in the review and amendment of legislation, policies, guidelines and procedures to effect compliance and efficiency in operations.
- Designs formats and procedures to record and monitor work progress.
- Supervises the organization, completion and issuance of reports and papers.
- Initiates and arranges meetings with personnel of other agencies to obtain cooperation and assistance.
- Consults with the Deputy Director/Legal Counsel to discuss, receive advice and formulate procedures for programmes and policies as deemed necessary.
- Conducts periodic consultations with stakeholders and interest groups on Copyright and Related Rights Laws and administration in conjunction with the Law and Strategic Planning Unit
- Ensures all ISO 9001:2015 related duties are completed and participation in all activities as required.
- Information relating to Copyright and Related Rights disseminated to the public through presentations, workshops and seminars

### **Human Resource Management Responsibilities**

- Provides guidance and information to staff.
- Initiates action where necessary to improve performance and to achieve objectives.
- Disseminates information on legislation, policies and related matters related to organizational functions.

- Guides staff in the preparation of Intellectual Property publications, reports and papers for publication and dissemination.

### **Other Responsibilities**

Performs any other related duties which may be assigned

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

- Strong oral and written communication skills.
- Good time management skills.
- Good planning and organizing skills.
- Ability to explain complex information clearly and concisely.
- Ability to work as part of a team.
- Strong interpersonal skills.
- Strong organizing and team-building skills.
- Knowledge of the procedural requirements under the IP laws, regulations and intellectual conventions concerning Copyright and Related Rights which Jamaica is party to
- Knowledge of the methods available for the dissemination of Copyright information.
- Proficiency in computer applications.  
Ability to deal tactfully and diplomatically with members of the public and senior staff

### **Minimum Required Education and Experience**

- Training and Certification as an Attorney-at-Law qualified to practice law in Jamaica (Seniority 3 years)
- Certification for specialized Training in Copyright and Related Rights; **PLUS**
- Three (3) years related experience, two (2) of which should be in a supervisory role

Applications accompanied by resume should be submitted **no later than SUNDAY, JULY 24, 2022** to:

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

**Email: [hrma@jipo.gov.jm](mailto:hrma@jipo.gov.jm)  
Website: <https://www.jipo.gov.jm/>**

**Please note that we thank all for responding, but only short-listed applicants will be contacted.**