



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

CAREER OPPORTUNITY

MANAGER, TRADEMARKS, DESIGN AND GI (LEVEL 8)

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

BASIC SALARY: \$5,858,303 to \$7,878,767 per annum

And other allowances applicable to the post:

JOB PURPOSE:

The Manager, Trademarks, Designs and Geographical Indications is responsible for statutory functions relating to the trademarks, designs and geographical indications in accordance with the respective national laws and applicable international treaties.

Key Outputs

- New Trademarks and Designs researched.
- Work plans for Division formulated and implemented.
- Examination guidelines, procedures and specifications monitored and streamlined.
- Documents and correspondence examined to ensure compliance with procedures under the relevant laws and international treaties to which Jamaica is a party.
- Written statements of reasons for decisions taken on examinations submitted to the Registrar.
- Adherence to application and renewal deadlines.
- Guidance and advice provided on various aspects of work.
- Documents and records maintained, database developed on functions supervised for easy access and retrieval of data.
- Reports generated on all aspects of work.
- Monthly summaries on related data prepared and submitted.
- Complaints investigated and clients interviewed to achieve resolution and equity.
- Adherence to the ISO 9001:2015 Quality Management System Standard requirements.

Required Knowledge, Skills and Competencies

- Strong organisational, negotiation and communication skills.

- Knowledge of legal and legislative principles and practices.
- Leadership, team building and collaborative skills and ability to deal tactfully with staff.
- Good drafting research and analytical skills.
- Ability to evaluate information and demonstrate sound judgement in decision making.
- Ability to coach and develop staff and to provide constructive feedback.
- Ability to write clearly and succinctly on a range of complex legal issues.
- Legal and/or technical knowledge in the area of Trademarks and Designs.
- Knowledge of the relevant Intellectual Property Laws.
- Considerable knowledge of the examination requirements for the granting of rights relating to Trademark, designs and geographical indications as required by the appropriate legislation.
- Considerable knowledge of the methods available for the dissemination of information on trademarks, designs and geographical indications.

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 the area of Trademarks, Designs or Geographical Indications; **PLUS**
- Four (4) years experience with at least two (2) years at a supervisory level.

Applications accompanied by a resume should be submitted **no later than Sunday, September 3, 2023** to:

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

**Email: 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.