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

MANAGER-COPYRIGHT AND RELATED RIGHTS (LEVEL 8)
($2,554,016 - $ 3,192,519 PER ANNUM)

JOB PURPOSE:

Under the supervision of the Deputy Director/Legal Counsel, the Manager, Copyright and Related Rights is responsible for the carrying out of the administrative functions in relation to the implementation of the Copyright and Related Rights Laws involving recommendations to the policy.
The Manager supervises and directs staff in the administrative functions associated with these Laws and Regulations under the Laws and International Treaties and Agreements to which the country is party.

KEY OUTPUT

- Effective assistance regarding the development, review and amendment of legislation and policies concerning Copyright and Related Rights provided.
- Organized and effective systems and procedures.
- Correspondence and documents examined and submitted to the Manager for review.
- Work monitored and checked for adherence to laws and regulations.
- Research conducted.
- Records maintained and data generated.
- Staff informed, motivated and appraised.
- Adherence to procedures under the relevant IP laws and international treaties to which Jamaica is a party.
- Technical and administrative recommendations submitted.
- Reports, summaries and letters produced.
- Customer queries and concerns resolved
- Voluntary Registration process managed
- Customers assisted with application form and any other relevant information provided
- Operational unit plans and workplans for the unit developed for the unit
- Budget information for the unit prepared.

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 workplans for the unit.

MINIMUM REQUIRED EDUCATION AND EXPERIENCES

• 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

SPECIAL CONDITIONS ASSOCIATED WITH JOB

• Typical working environment, no adverse working conditions.
• Travelling to different parts of the Island for presentations, workshops, seminars etc.
• Required to represent the Agency both locally and Internationally.

Applications accompanied by resume should be submitted no later than Tuesday, December 31, 2019 to:

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

  Email: hrma@jipo.gov.jm  
  Fax: (876) 927-6744

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