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

REGISTRATION OFFICER (LEVEL 5)
($1,181,862 - $1,477,326)

JOB PURPOSE:

Under the supervision of the Assistant Manager, Trademarks and Designs, the Registration Officer administers registration services for Jamaica Intellectual Property Office (JIPO) in keeping with the IP legislation and JIPO's guidelines and procedures.

The post also establishes, maintains and updates registers for trademarks, designs and geographical indications and assists in the organisation and delivery of administrative services thereby contributing to the overall effectiveness and efficiency of the JIPO.

KEY OUTPUT

- Examines applications for trademark, designs and geographical indication protection as well as amendments and modifications for compliance with statutory procedures
- Maintains current registers for trademarks, designs and geographical indication
- Submits documents to the supervisor for approval on a timely basis
- Ensures accuracy in advertisement of applications and other matters required under the relevant laws to be published in the Journal or by other means
- Notifies supervisor in writing of discrepancies or irregularities in the publication of the Journal
- Performs work as may be required in connection with the implementation of compliance measures against counterfeiting
- Performs duties in connection with requirements under International Treaties to which Jamaica is Party
- Registration of Assignments, change of name, change of address, merger, licence, and other registrable transactions
- Dispatching renewal notices; renewing of Trademark registration
- Removal of Trade Marks
- Restoration of Trade Marks
- Registration of Trade Marks
- Updating and maintaining physical records and the Industrial Property Automated System (IPAS)
- Assisting customers and providing information relating to Trade Mark, Industrial Designs and Geographical Indications
- Prepares and publishes information, Trade Marks and other forms of Intellectual Property
Management/Administrative Responsibilities

- Establish and maintain effective registration and recording systems.
- Ensure that registers are updated, accurate and properly secured.
- Provide information and guidance on registration procedures and ensures that regulations and established procedures are correctly applied.
- Keep management informed by examining applications, summarizing information and making related reports.
- Examine applications for trademarks, designs and geographical indication as well as amendments and modifications for compliance with statutory regulations.

MINIMUM REQUIRED EDUCATION AND EXPERIENCES

- Two (2) A’ Level subjects
  PLUS
- WIPO Distance Learning Courses
  PLUS
- Four (4) CXC/GCE Ordinary level subjects (or equivalent) including English Language and Mathematics
  PLUS
- One (1) year experience in a related field
  PLUS
- Formal Training in Trademarks, Industrial Designs or Geographical Indications would be an asset

SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Typical working environment, no adverse working conditions.

Applications accompanied by resume should be submitted **no later than Friday, November 29, 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.