SECRETARY-COPYRIGHT AND RELATED RIGHTS (LEVEL 8)
($971,485 - $1,214,356 PER ANNUM)

JOB PURPOSE:
- To provide secretarial, clerical and receptionist support to the Copyrights and Related Rights Branch.

KEY OUTPUT
- Documents typed
- Brochures edited and printed
- Mailing list updated
- Visitors received and assisted with queries
- Documents photocopied
- Copyright and Related Rights information to clients in person as well as by phone and email correspondence disseminated
- Assist clients with Voluntary Copyright Registration Service application process in person as well as via telephone and email correspondence.
- Voluntary Copyright Registration Service applications processed.
- Voluntary Copyright Registration Service certificates prepared
- Voluntary Copyright Registration Register maintained

Management/Administrative Responsibilities
- Types letters, memoranda, press releases, manuscripts and notices as per request.
- Takes and reproduces minutes of monthly staff meetings.
- Receives visitors, ascertain purpose of visit and directs them accordingly.
- Answers the telephone and places calls for and /or make enquiries on behalf of the Director, and other members of staff.
- Updates Copyright registration register
- Updates the Directorate’s mailing list.
- Receives logs and dispatches incoming and outgoing mail.
- Assists Copyright Manager with collating information for the preparation of reports when requested.
- Provide Copyright and Related Rights information to clients in person as well as by phone and email correspondence
• Assist clients with Voluntary Copyright Registration Service application process in person as well as via telephone and email correspondence.
• Process Voluntary Copyright Registration Service applications.
• Prepare Voluntary Copyright Registration Service certificates.
• Maintain and Voluntary Copyright Registration Register.
• Ensures all ISO 9001:2015 related duties are completed and participation in all activities as required.

MINIMUM REQUIRED EDUCATION AND EXPERIENCES
• Four (4) GCE Ordinary level or CXC Subjects including English Language and Mathematics or Accounts
• Certificate in secretarial training
• Two (2) years’ experience in a similar capacity
• Shorthand at a speed of 80-100 words per minute

SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Typical working environment, no adverse working conditions.

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.