



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

**REGISTRATION OFFICER (LEVEL 5)-NOT VACANT**  
**(\$1,290,593 p.a.-1,613,240 p.a.)**

**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**

- JIPO's guidelines and procedures implemented.
- High level registration systems and procedures.
- Appropriate documentation completed for registration.
- Comprehensive information on trademarks, designs and geographical indications.
- Effective compliance measures effected against counterfeiting.
- Processed and organized applications compliant with statutory procedures.
- Updated and accurate registers, files and data.
- Accurate advertisements of applications and other matters as required by the IP laws and regulations.
- Written notifications on discrepancies or irregularities in the publications.
- Information researched and compiled.
- Information and guidance provided to clients.
- Comprehensive and accurate reports.

**KEY RESPONSIBILITY AREAS**

**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.
- Peruse advertisements of applications and other matters to be published in the JIPO publication or other media to ensure accuracy and compliance with JIPO's laws.

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCES**

- Four (4) CXC/GCE Ordinary level subjects (or equivalent) including English Language and Mathematics.  
**PLUS**
- Two (2) A' Level subjects  
**PLUS**
- WIPO Distance Learning Courses  
**PLUS**
- One (1) year experience in a related field
- 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 Monday, January 31, 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)  
Fax: 927-6744**

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