

THE following documents are published with and forms part of this Gazette:

Statutory Instruments

- No. 154 of 2012 — Tourist (Duty-Free Shopping System) (Gill Building) Order.
- No. 155 of 2012 — Aliens (Licensing) (Exemption) (Malgretoute Hotel Development Company Ltd.) Order.
- No. 156 of 2012 — Fiscal Incentives (The Ice Factory Ltd.) Order.
- No. 157 of 2012 — Finance (Administration) Act — Resolution of Parliament Authorizing the Minister for Finance to borrow by Means of Advances.
- No. 158 of 2012 — Resolution of Parliament to approve Order Value Added Tax (Amendment of Schedule 3) Order.
- No. 159 of 2012 — Resolution of Parliament to approve Order Value Added Tax (Amendment of Schedule 2) (No. 2) Order.
- No. 160 of 2012 — Resolution of Parliament to approve Order Value Added Tax (Amendment of Schedule 2) (No. 3) Order.

THE following document is published with and form part of this Gazette:

Assented Act

- No. 17 of 2012 — Distribution and Price of Goods (Amendment) Act.

Office Of The Prime Minister
**National Emergency Management
Office (NEMO)**

Post of Deputy Director

**Relationships and
Responsibilities**

Works under the direction of and reports to the Director of NEMO; is also required to respond, whenever necessary, to the Permanent Secretary and Deputy Permanent Secretary, Office of the Prime Minister, on matters related to work in progress.

Is responsible for assisting the Director of NEMO in providing specific focus on the “four pillars” of emergency management, these being mitigation, preparedness, response and Recovery in providing supervision to the Community Resilience Programmes to

strengthen and support them in the delivery of service and the realization of set goals.

Supervises two (2) officers, the Inventory and Maintenance Officers.

Duties and Tasks:

Primary Duties And Tasks

Supervises the Community Resilience Programs;

Develops and maintains a work programme to address the Community Resilience Programme;

Consults with the Director in developing appropriate systems, procedures and records for the effective and efficient management of the office;

Assists the Director with the functioning of the National Emergency Operations Centre by

providing the necessary support and assistance in the realization of set goals.

Identifies community preparedness programme priorities and assists the Director by compiling the NEMO's annual estimates, work programme and reports to aid future planning of the Organization.

Represents the Director at meetings and other fora, locally, regionally and internationally.

Assists in coordinating the activities of Government, voluntary and primary agencies engaged in implementing Disaster Plans and Programmes in disaster situations through the assistance of liaison officers;

Participates in disaster response activities of NEMO, as may be required and which may be necessary outside regular office hours in order to meet the needs of people affected by disasters.

Secondary Duties And Tasks

Ensures Field Officers provide support to the District Disaster Committees to ensure effectiveness of the implementation of all disaster plans through work programmes and staff meetings;

Collaborates with officers to strengthen the District Disaster Committees in order to respond adequately to any disaster preparedness needs;

Assists the Director in the development, promulgation and application of criteria for staff recruitment and evaluation at NEMO;

Works with committees and communities in the establishment of evacuation plans to ensure ultimate effectiveness;

Deputizes for the Director of NEMO whenever absent;

Manages the coordination of emergency operations at NEMO;

Performs any other relevant duties as may be required from time to time by the Director of NEMO and the Prime Minister commensurate with the grade of the post.

Conditions:

Congenial administrative office accommodation is provided;

Required to work outside regular Civil Service working hours including weekends and holidays as necessary.

Required to function in a scheduled travelling post and will receive basic travelling and mileage allowances in accordance with approved rates;

Required to have a valid driver's license and maintain a privately owned motor vehicle for the proper performance of duties;

Situational support provided through appropriate Civil Service Regulations, Statutory Instruments and Departmental guidelines;

Required to travel to CDERA member states as well as other relevant destinations to attend regional and international meetings;

Opportunities exist for personal development and career advancement;

Salary is in accordance with the Terms and Conditions stipulated by Government in the Estimates/Collective Agreement

This post is non pensionable.

Knowledge, Skills and Abilities

Working knowledge and understanding of, and the ability to interpret Civil Service rules and regulations and standard operating procedures;

Knowledge of training and personnel development principles and practices, and the ability to apply them;

A vast knowledge of disaster and project management issues;

Potential for leadership and scholarship;

Ability to issue clear directives, be decisive and of sound judgment;

Good interpersonal skills

Advance Administrative skills;

Advance communications skills in areas of clear writing/editing briefing materials, judgement, tact, diplomacy, presentations to senior management, interacting with key interest groups and media, conflict resolution, building partnerships, clarity in explaining, informing, advising and giving directives and instructions.

Evaluation Method:

Work performance will be evaluated on the basis of the following:

Demonstrated supervisory capabilities and interpersonal skills with staff, senior management, stakeholders and the general public;

Demonstrated administrative and human resource management skills;

Knowledge and understanding of the effective application of the National Emergency Management Organization's policies and objectives;

Timeliness and quality of reports;

Proven knowledge and understanding of and the effective application of Civil Service Rules and Regulations;

Compliance with the Department's Policy Documents, Guidelines and Standard Operating Procedures;

Demonstrated ability to respond calmly and confidently under pressure;

Demonstrated level of initiative and innovativeness as it relates to the Primary Duties above;

Demonstrated ability to work as a team with the Director and other staff of the organization;

Level of effectiveness and tact in dealing with administrative problems;

Demonstrative ability to provide accountability for Government's resources;

Qualifications and Experience:

Master's Degree in Administration or Management plus one (1) year experience in a post at Grade 14 and above or one (1) year post qualifying experience.

OR

Bachelor's Degree plus Post Graduate Diploma in Administration or Management and two (2) years experience in a post at Grade 14 and above or two (2) years post qualifying experience.

OR

Bachelor's Degree in Administration or Management plus three (3) years experience at Grade 14 of three (3) years post qualifying experience

Salary:

Salary is at the rate of EC\$70,712.56 per annum (Grade 17, Step 1)

Application Instructions:

Qualified applicants interested in the above Vacancy Announcement should submit their applications on the prescribed Government of Saint Lucia Application Form along with certified copies of pertinent documents in addition to two (2) recent references.

All Applications should be submitted to the following address:

The Secretary
Public Service Commission
Sir Stanislaus James Building
Waterfront, Castries,
Saint Lucia

To reach her no later than Friday December 14, 2012

Unsuitable applicants will not be acknowledged.

Office Of The Director Of Audit

**Post of Audit Principal
(Planning and Professional
Development)**

**Responsibilities and
Relationships**

Designing, drafting and conducting of training programmes in keeping with officers' training needs assessment.

Undertaking of evaluation and documentation of all government software systems.

Under the supervision of the Deputy Director assists in ensuring the availability of resources and tools (software, hardware, manuals, programmes, etc.) for the main activities carried out for the succession of the Office.

Leads the audit team in the conduct of the assigned audit and provides professional assistance to officers.

Duties and Tasks:

Develops and administers quality programs, ensuring that these are updated regularly for the efficient execution of the audit by audit teams.

Supervises team members by providing guidance on matters relating to the audit to ensure that the quality of the audit is in compliance with office standards.

Conducts the first review of work done by the team by examining working papers to ensure that it is in accordance with professional standards in order to provide adequate documentation for audit findings, conclusions, recommendations and preparation of a report.

Collaborates with other senior management in the development of annual work plan and methodologies in ensuring that the office fulfills its mandate.

Facilitates on-the-job and in-house training to develop staff competencies

and thereby ensures that the office is equipped with adequately skilled personnel.

Monitors the work performed and participates in presentation made by audit teams in order to provide advice and guidance to such teams.

Liaises with clients, participates in exit interviews and other audit meetings and follow-up responses to the Director's report, to provide information-sharing and technical support.

Prepares semi-annual performance appraisal by evaluating staff based on goals and objectives previously set for submission to the Ministry of the Public Service.

Monitors staff performance on a continuous basis by preparing job progress and monthly reports in order to conduct effective evaluation of team members.

Attends management meetings on a regular basis with a view of ensuring the smooth operation and attaining the desired achievements of the Office.

Identifies, prepares and maintains hardware, software, systems and records by their constant review to ensure that the computer system is adequate within the Office.

Assists in developing, publishing and updating manuals of auditing policies, methodologies, practices and standards which are communicated to all staff ensuring that the Office is in keeping with current standards.

Maintains working relationships with all auditees in the development and review of their accounting systems in order to carry out effective review of these systems.

Collaborates with other senior management, in developing and updating a board long-range work plan covering all audit functions, thereby ensuring the Office's fulfillment of its mandate for accountability and the effective use of government resources.

Provides advice and functional direction to office professional staff by appropriate communication channels in assisting them in becoming recognized professionals and complying with the requirement of the Office's Competencies manual.

Performs other work related duties as may be assigned from time to time so as to assist in the efficient operations of the Office.

Conditions:

Congenial accommodation is provided within the Office of the Director of Audit. However, some assignments may require considerable travel, including extended periods away from the normal work location.

Institutional support is provided through appropriate Civil Service Regulations and Departmental Guidelines.

Required to take an oath of secrecy, sign an ethics declaration annually and an independence declarations as and when required.

Salary will be in accordance with the terms stipulated by Government.

Stay abreast of changes, current practices and developments in professional auditing and accounting.

Required to work under pressure to meet deadlines, handle multiple tasks and work with limited supervision.

Required to attend regular management and other meetings.

Opportunities exist for career advancement and personal development through established orientation and training.

Required to periodically represent the Audit Office at entrance and exit meetings with the auditee's management

May be required to conduct audits of overseas missions and consulates.

Required to function in a travelling post and therefore to maintain a

road-worthy motor vehicle and have a valid driver's licence for the proper performance of duties.

Expected to maintain proper conduct, decorum and deportment in the exercise of functions/duties and responsibilities.

Skills, Knowledge and Abilities:

An advance knowledge of and ability to interpret Civil Service Rules and Regulations, operating procedures, Staff Orders, Financial and Stores Regulations, and Collective Agreements etc.

Posses an extensive knowledge of and ability to interpret INTOSAI auditing standards and international accounting standards.

Computer literate and possess an advance knowledge of system analysis.

Advance qualitative and quantitative analysis skills.

Must be decisive; possess soundness of judgment and clarity in issuing directives.

Must be proficient (working knowledge) in Microsoft office, government accounting packages and CAATs.

Possess the ability to communicate clearly and concisely, both orally and in writing and interact effectively.

Ability to guide and direct the activities of team members, and deal effectively with staff problems as they occur.

Possess the ability to multi-task efficiently as the job demands.

Advance interpersonal skills, ability to motivate, mentor, lead and counsel.

EVALUATION METHOD:

Work performed will be evaluated on the basis of:

Proven Knowledge and understanding of, and the effective application and compliance of civil

services rules and regulations and accounting and auditing standards, policies and guidelines.

Proper analysis and identification of findings and clarity and accuracy of the audit working paper files and reports and appropriateness of recommendations developed submitted to the supervisor.

Demonstrated ability of handling of administrative problems handled efficiently and the effectiveness of solutions implemented to resolve such problems.

Ability and time taken to complete tasks assigned.

Proper analysis and identification of audit findings thereby ensuring effective review of working paper files and clarity and accuracy of the audit reports.

Adequate supervision and support provided to team members, including provision of feedback on assignments.

Timely completion of semi-annual performance appraisals, and the effective application of civil services rules and regulations.

Efficient functioning of office equipment and updated manuals, operational procedurals and training material.

Staff training conducted is in sync with training needs identified, and impact on quality of work produced.

Effective execution of responsibilities, duties and tasks as defined in the job description.

Qualifications and Experience

Professional Accounting Qualification from an accredited professional body plus three (3) years experience in auditing or accounting.

Or

Masters Degree in Accounting or Business Administration or Management studies from an accredited University plus one (1) year experience in a post at Grade 14 and above.

Or

Bachelor Degree plus Post Graduate Diploma in Accounting or Business Administration or Management studies from an accredited University and two (2) years experience in a post at Grade 14 and above.

Or

Bachelor's Degree in Accounting or Business Administration or Management studies from an accredited University plus four (4) years experience in Accounting two of which should be in a post at Grade 14.

Salary:

Salary is at the rate of EC\$70,712.56 per annum (Grade 17, step 1)

Applications on the prescribed Government of Saint Lucia Application Form along with certified copies of pertinent documents in addition to two (2) recent testimonials should be submitted to:

The Secretary
Public Service Commission
Sir Stanislaus James Building
The Waterfront
Castries, Saint Lucia

To reach her no later than Friday December 14, 2012.

Unsuitable applicants will not be acknowledged.

*Ministry of Education, Human
Resource Development and Labour*

Post of Day Care Officer I (North)

Main Duties:

Assists Day Care Supervisors with home visits, child assessments and other matters pertaining to child development.

Assists with the planning, coordinating and Implementing of training in child development.

Facilitates and implements of community outreach projects that promote positive parenting and self-help.

Assists with the distribution of supplies for the smooth operation of the Day Care Programmes.

Liaises with Governmental and non Governmental Day Care Centres regionally to collaborate on work related matters.

Pursues the establishment of Day Care Centres in the work region as identified by the Ministry and private Entrepreneurs.

Inspects furniture, equipment, and day care centre structure on a monthly basis and provide the necessary recommendations for repairs and renovations work needed to promote safety and sanitation of the work environment and centres.

Performs facilities maintenance inspections and make recommendations on the necessary maintenance works needed at day care centre.

Attends meetings and participates in workshops at the community level on behalf of the department.

Prepares a calendar of activities detailing work programme to enable proper planning and execution of work activities.

Performs any other duties assigned from time to time by the Assistant Director/Day Care Services Unit and Permanent Secretary.

Conditions:

Accommodation is provided in the General Administrative Office;

Institutional support is provided through appropriate Civil Service Regulations and Departmental Guidelines;

Salary is in accordance with the terms stipulated by the Government in the Estimates/Collective Agreement;

The Officer is expected to work outside normal working hours (8:00 a.m. – 4:30 p.m.) occasionally.

Compliance with Civil Service Regulations and Guidelines.

Required to function in a scheduled traveling post and will receive subsistence allowance and basic traveling and mileage allowances in accordance with approved rates.

Required to maintain a motor vehicle for the proper performance of his/her duties;

Opportunities exist for personal development and career advancement through established orientation and in-service training.

Standards:

Work performance will be evaluated on the following basis:

Quality (clarity and accuracy) of written, technical and administrative work produced by the officer.

Ability to meet critical deadlines.

Programme and projects initiatives undertaken by the officer.

Compliance with departmental guidelines and standards operating procedures.

Demonstrates knowledge and effectiveness application of civil service rules, regulations and organization and standard operating procedures.

Potential for leadership and scholarship.

Timely submission of reports.

Pursues the establishment of new Day Care Centre

Skills, Knowledge and Abilities:

Decisiveness, soundness of judgment and clarity in issuing directives;

Ability to plan and direct non-formal educational training programmes;

Ability to assume full responsibility for the management of the programme in the assigned region;

Possesses leadership skills for motivating parents and the community into action; and

Ability to critically analyze issues and present findings.

Working knowledge of computer applications – word processing, spreadsheets, data base, power point, etc.

Ability to mediate and possess conflict resolutions skills.

Knowledge of organization and management techniques including: techniques of interviewing, report writing etc.

Effective oral and written maturity to cope adequately with the varied problems and challenges encountered in the field.

Qualifications and Experience

Bachelor's Degree in Early Childhood Development plus two (2) years in a post at Grade 10 or two (2) years post qualifying experience.

OR

Diploma in Early Childhood Development plus three (3) years experience in a post at Grade 10 or three (3) years post qualifying experience.

Salary:

Salary is at the rate of EC \$52,080.04 per annum (Grade 12, step I)

The Secretary
Public Service Commission
Sir Stanislaus James Building
Castries, Saint Lucia

Applications should reach the Secretary of the Public Service Commission on or Before Friday December 14, 2012.

Unsuitable applications will not be acknowledged.

Ministry Of Education, Human Resource Development and Labour

Post of Assistant Chief Security Officer (South)

Relationships and Responsibilities:

Has the responsibility for overall safety of staff and students of all schools within Districts Five to Eight as well as the security of the educational facilities and safe-guarding of all equipment and furniture.

Works under the direction of and reports to the Deputy Permanent Secretary; and responds whenever necessary to the Permanent Secretary on work related matters.

Supervises Security personnel from Districts Five (5) to Eight (8).

Duties and Tasks:

Primary Duties And Tasks

Monitors the security needs of schools within districts Five – Eight by liaising closely with Principals;

Trains and equips suitable candidates to assume duties at the various Educational Institutions;

Makes spot-checks on all schools to ensure that Security Personnel undertake their duties;

Deploys watchmen as deemed necessary for continuous efficient and effective service;

Investigates all incidents of theft, vandalism, and destruction of school property and report to the Deputy Permanent Secretary;

Removes disruptive students from classes when necessary;

Assists the professional staff, police, and emergency personnel in

handling emergencies or disruptive situations;

Attends to unauthorized visitors and escorts them off the school's compound;

Assists visitors with directions and secure proper identification;

Report to the Principal/Deputy Principal any disciplinary cases, unauthorized visitors, acts of vandalism, evidence of substance abuse, child abuse, and child neglect, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances.

Secondary Duties And Tasks:

Ensures high level of co-operation between the school officers and security personnel by keeping them informed of all existing and future security plans/procedures;

Provides periodic reports on security services in educational institutions within Districts Five to Eight;

Keeps accurate records of attendance of security personnel of Districts Five to Eight (lateness, absence and performance) and submits reports to the Ministry of Education whenever the need arises;

Undertakes performance assessment of all security personnel of Districts Five to Eight and submits biannual reports to the Permanent Secretary.

Performs any other duties as may be required from time to time commensurate with the grade of the post.

Conditions:

Accommodation provided in General Administration Section of Schools or Offices.

Required to function in a scheduled travelling post and will receive basic travelling and mileage allowances in accordance with approved rates.

Required to maintain a motor vehicle for the proper performance of his/her duties.

Salary is in accordance with the terms and conditions stipulated by Government in the Estimates and Collective Agreement.

Institutional support provided through appropriate Civil Service Regulations and Departmental Guidelines.

Opportunities exist for personal development and career advancement through established orientation and in service training.

Knowledge, Skills And Abilities:

Ability to interpret Civil Service rules and regulations, Staff Orders, Collective Agreements and other operating procedures;

Capacity to provide effective management and instructional leadership;

Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;

Decisiveness, soundness of judgment and clarity of issuing directives;

Compliance with the Guidelines and Policies of the Ministry of Education, Human Resource Development and Labour;

Have excellent integrity and demonstrate good moral character and initiative;

Good interpersonal skills to relate well with students, staff, administration, parents and the wider community;

Good verbal and written communication skills;

Required to maintain a valid driver's license with no serious violations.

Qualifications And Experience

Certificate in Drug Enforcement Administration and two (2) years experience as a Chief Security;

Certificate in Court Procedures and/or Criminal Investigation with three (3) years experience as Security Officer;

Certificate in Methods of Identification and/or Crime Prevention, Weapons Training and Human Relations with 4 years experience as a Security Officer.

Evaluation Methods:

Work performance will be evaluated on the following basis:

Effective implementation of duties, responsibilities and assignments as defined in the job description;

Quality of instruction as evidenced by Caretaker/Watchmen performance;

Effectiveness of staff management and extent to which team spirit is exhibited;

Timeliness, accuracy and quality of information provided in returns and reports;

Compliance with the Guidelines and Policies of the Ministry of Education, Human Resource Development and Labour;

Degree of effectiveness in the supervision of security personnel within the respective districts.

Salary:

Salary is at the rate of EC \$44,081.71 per annum (Grade 10, Step I).

Application Instructions

Qualified applicants interested in the above Vacancy Announcement should submit their applications on the prescribed Government of Saint Lucia Application Form along with certified copies of pertinent

documents in addition to two (2) recent references.

All Applications should be submitted to the following address:-

The Secretary
Public Service Commission
Sir Stanislaus James Building
Waterfront
Castries
Saint Lucia

Applications should reach the Secretary of the Public Service Commission on or before Friday December 14, 2012.

Unsuitable applications will not be acknowledged.

Office of The Governor General

Post of Steward To The Governor General

Relationships And Responsibilities

Works under the direction of and reports to the Governor-General and Assistant Permanent Secretary.

Required to respond whenever necessary to the Governor-General and Assistant Permanent Secretary on matters related to work in progress.

This position requires direct assistance to the Governor-General, including personal assistance as well as general oversight of all housekeeping related activities.

Duties And Tasks:

Ensures that there are adequate stocks of food, drinks, fuel and household supplies in the Government House storerooms.

Creates fortnightly Domestic Staff Duty Rosters.

Ensures the Government House residence, Museum and the Office of the Governor-General are cleaned on a regular basis. This includes the creation of monthly cleaning/maintenance schedules to assist with the inspection and supervision of work assigned and to ensure that the cleaning of all rooms, bathrooms and washrooms, furniture, displays, are discharged efficiently.

Ensures that all furniture, household and gardening equipment are maintained in good condition and kept in a good state of repair.

Checks periodically, the water tanks, generator fuel tanks, plumbing systems and all electrical and mechanical equipment related to the household to ascertain that they are in working order. The Steward is responsible for arranging for the servicing and repair of such malfunctioning systems and equipment, and informing the Assistant Permanent Secretary, or in her absence the Accountant, accordingly.

Organises and/or conducts periodical training sessions or workshops for the house and ground staff.

Supervises all household and ground staff, ensuring that they discharge their respective duties properly and on time. This includes the maintenance of an attendance register, which should be submitted to the Assistant Permanent Secretary at the end of every month.

Creates and maintains weekly menus detailing the meals served to the Governor-General.

Supervises the preparation of regular meals and caters for special occasions. While it is recognized that the cooks are the ones who will do the actual preparation, the ultimate responsibility for the quality, presentation and serving of these rests with the Steward.

Attends to guests at Government House for meetings, courtesy calls,

official ceremonies, lunches, dinners and receptions.

Manages serving the Governor-General and all guests.

Supervises the cleaning of the Governor-General's office.

Manages the hiring of extra staff for activities held at Government House. In this regard, the Steward will liaise with the Assistant Permanent Secretary.

Opens Government House on a daily basis and the offices on workdays.

Ensures that the buildings are properly secured at night. In this regard, the Steward will work closely with the Government House Guards.

Monitors in general the upkeep of Government House. The Governor-General may delegate specific duties to any of the household and ground staff as may be necessary.

Submits monthly activity reports to the Assistant Permanent Secretary.

Submits biannually to the Assistant Permanent Secretary the performance appraisals for household and ground staff.

Performs any other duties which may be assigned from time to time.

Conditions

Office accommodation is provided.

Furnished Government quarters are normally provided for the Steward within close proximity of Government House for the sole purpose of enabling him to carry out his duties efficiently.

Institutional support is provided through appropriate Civil Service Regulations and Departmental Guidelines.

The Steward should be dressed formally when informed of intended visits by guests of the Governor-General.

The Steward is expected to wait upon guests of the Governor-General or ensure that another member of staff is present to replace him if he is away from Government House.

The location of the Steward should always be known when off duty or away from Government House in case of any emergency.

Salary is in accordance with the terms stipulated by Government in the Estimates of Expenditure/Collective Agreement.

The post is non-pensionable, but contractual.

Evaluation Method:

Work performance will be evaluated on the basis of the following:

Effective implementation of duties, responsibilities and assignments as defined in the job description.

Timely completion of reports and the meeting of task deadlines.

Proven knowledge and understanding of, and the effective application of Civil Service Rules and Regulations.

Compliance with Civil Service Rules and Regulations, Staff Orders, Departmental Guidelines and Standard Operating Procedures.

General department.

Skills, Knowledge and Abilities

Must be in possession of a valid driver's licence.

Knowledge of, and experience in restaurant and hotel housekeeping management.

Potential for leadership and scholarship.

Decisiveness, soundness of judgement and clarity in issuing directives.

Qualifications And Experience

Advanced Diploma in Hotel and Restaurant Management plus at

least two (2) years experience in a supervisory position in the hospitality sector.

Diploma in Culinary Arts or Hospitality Studies, plus at least three (3) years experience in a supervisory position in the hospitality sector.

Diploma or certificate in Hotel and Catering Management plus at least five (5) years experience in a supervisory position in the hospitality sector.

Certificate in catering or food and beverage service plus eight (8) years experience in the hospitality sector.

Experience at a supervisory level in housekeeping in the hospitality sector would be an asset.

Salary

Salary is at the rate of EC\$52,080.04 (Grade 12, step I)

Applications on the prescribed Government of St. Lucia Application Form along with certified copies of pertinent documents in addition to two (2) recent testimonials should be submitted to:

The Secretary
Public Service Commission
Sir Stanislaus James Building
The Waterfront
Castries, Saint Lucia

To reach her no later than Friday December 14, 2012.

Unsuitable applicants will not be acknowledged.

*Ministry Of Education, Human
Resource Development And Labour
Teaching Service Commission*

Post of Principal

School: Laborie Girls Primary School

Classification : Grades 14–17

Reports to : District Education Officer with responsibility for the District

Supervises : Teachers, Students, Ancillary Staff

Internal Contacts : Works closely with Ministry Officials and teachers to ensure quality education at the school

External Contacts : Parents/Community members

Main Duties:

Observance of the Education Act of 1999 and Regulations governing the Teaching Service;

Supervision of the physical safety of the pupils;

Supervision of Instruction and maintenance of quality instruction;

Application of the syllabus in conformity with the needs of the pupils of the school;

Allocation and supervision of the duties of members of staff;

Accountability for the school's performance;

Establishment and maintenance of discipline of the school;

Ensuring the proper care and use of school furniture, equipment and supplies;

Development and maintenance of active relationship with parents through Parent/Teacher Association and/or Board of Management;

Furnishing all returns as prescribed and any time required by the Ministry of Education, Human Resource Development;

Furnishing progress reports on the performance of the school at the end of every term to the Education Officer with responsibility for the District;

Performing other duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.

Conditions:

Accommodation provided in the School (office);

Institutional support is provided through appropriate Public Service/Teaching Service Regulations and Ministry Guidelines;

Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.

Standards:

Work performance will be evaluated on the basis of the following:

Level of performance and accomplishment of the school;

Quality of instruction as evidenced by student performance;

Effectiveness of staff management and extent to which team spirit and parental involvement are exhibited;

Extent to which student participation in school activities and student discipline are maintained;

Timeliness, accuracy and quality of information provided in returns and reports;

Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;

Compliance with the Guidelines and Policies of the Ministry of Education, Human Resource Development; and

Effective implementation of duties, responsibilities and assignments as defined in the job description.

Skills, Knowledge And Abilities

Knowledge of education theory and practice including modalities of instruction and clinical supervision;

A working knowledge of and ability to interpret Education Act

and teaching Service Rules and Regulations; Ministry's Procedures, Staff Orders, Financial and Store Rules, Standard Operation Procedures contained in the Ministry's Operations Manual, Collective Agreements and other operating procedures;

Capacity to provide effective management and instructional leadership;

Knowledge of Information Communication Technologies;

Ability to creatively deploy participating and team building approaches to school management;

Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;

Decisiveness, soundness of judgment and clarity in issuing directives;

Compliance with the Guidelines and Policies of the Ministry of

Education, Human Resource Development.

Qualifications And Experience

The candidates should possess at least the following:

A Bachelor's Degree in Education (Administration) or related field, plus 5 years experience as a Qualified Teacher

Salary

Salary will be determined on qualifications and experience.

General

Quarters, free medical attention and medicine will not be provided. The successful applicant's income will be liable to taxation in accordance with the Income Tax Ordinance.

Applications must be accompanied by certified copies of all certificates and transcripts from the relevant institutions. Two confidential

testimonials are required – one from the Principal of the school at which the teacher is presently employed and one from the Education Officer for the District. For applicants outside of the school system, testimonials should be from immediate supervisors.

Please note that performance and punctuality will be used as part of the criteria for selection of persons already in the Education System.

Applications on the prescribed forms (with two written references) should be addressed to:

The Secretary
Teaching Service Commission
Stanislaus James Buildings
The Waterfront, Castries

to reach her no later than December 21, 2012. Application Forms can be obtained from the Secretary, Teaching Service Commission.

Only successful applicants will be acknowledged.

NOTICES

www.slugovprintery.com
npc@gosl.gov.lc

Ministry of Finance

Banking Act No. 34 of 2006 (The "Act")

Revocation of a Credit Institution Licence - Caribbean Microfinance Saint Lucia Ltd.

PURSUANT to Section 11 (l) of the Banking Act No. 34 of 2006, the Minister responsible for Finance (The Honourable Kenny D. Anthony) has revoked the Credit Institution Licence of Caribbean Microfinance Saint Lucia Limited.

The date of Revocation is 26th September, 2012.

Dated: November 22, 2012

*Signed: Kenny D. Anthony
Prime Minister & Minister for Finance,
Economic Affairs, Planning & Social
Security*

Notice of Company in Dissolution

*(International Business Companies
Act, Cap.12.14 Section 94(4))*

Black Sand Acquisition Inc. No. 2011-00211

TAKE NOTICE that the International Business Company, BLACK SAND ACQUISITION INC., No. 2011-00211 which was incorporated on July 15, 2011 has registered its articles of dissolution.

TAKE NOTICE that dissolution of the above named company commenced on 29th November 2012 and that the name and address of the liquidator is as follows:

MS. WINNIFRED SALMON
41 Hart Boulevard
Kingston 6
JAMAICA

Dated this 29th day of November, 2012.

Lester D. Martyr
Registrar
International Business Companies

**Notice of
Company in Dissolution**

*(International Business Companies
Act, Cap.12.14 Section 94(4))*

**Varvia Investments Ltd.
No. 2008-00359**

TAKE NOTICE that the International Business Company, VARVIA INVESTMENTS LTD., No. 2008-00359 which was incorporated on 26 June, 2008, has registered its articles of dissolution.

TAKE NOTICE that dissolution of the above named company commenced on 3rd December, 2012 and that the name and address of the liquidator is as follows:

MENNO JORDAN
Girouette z/n kav 17
CURACAO

Dated this 3rd day of December, 2012.

Lester D. Martyr
Registrar
International Business Companies

**Notice of
Company in Dissolution**

*(International Business Companies
Act, Cap.12.14 Section 94)*

**Fiduciary Asean Recovery
Fund, Ltd.
No. 2003-00198**

TAKE NOTICE that the International Business Company, FIDUCIARY ASEAN RECOVERY FUND, LTD., No. 2003-00198 which

was incorporated on 11 August, 2003, has registered its articles of dissolution.

TAKE NOTICE that dissolution of the above named company commenced on 3rd December, 2012 and that the name and address of the liquidator is as follows:

CHAN CHAK CHUNG
13/F, Harbour Commercial
Building
122-124 Connaught Road Central
HONG KONG

Dated this 3rd day of December, 2012.

Lester D. Martyr
Registrar
International Business Companies

**National Development
Corporation**

IN exercise of the power conferred under section 3(2) of the National Development Corporation Act, Cap. 15.24, the Minister responsible for the National Development Corporation appoints the following persons as members of the National Development Corporation for a period of three years commencing 9th January, 2012 and terminating on 8th January, 2015:

Mr. Costello Michel (*Chairperson*)

Mr. Gordon Charles
(*Deputy Chairperson*)

Mr. Samuel Brice

Mr. Daryl Raymond

Mrs. Geraldine Lendor-Gabriel

Mr. Timothy Augustin

Mr. Anthony Bowen

Emma Hippolyte
*Minister responsible for the
National Development Corporation*

**Free Zone Management
Authority**

IN exercise of the power conferred under section 4 of the Free Zone Act, Cap. 15.17, the Minister responsible for Commence appoints the following persons as members of the Board of the Free Zone Management Authority for a period of three years commencing 9th January, 2012 and terminating on 8th January, 2015:

Mr. Roston Taylor (*Chairperson*)

Mr. Ben Emmanuel
(*Deputy Chairperson*)

Mr. Andy Fernelon

Mr. Ronald Barrow

Mr. Gilbert Wilson

Ms. Susannah Chatburn

Mr. Emmanuel Gerald (*Representative
of the Ministry of Commerce*)

Mr. McHale Andrew

Emma Hippolyte
Minister responsible for Commerce

Government of Saint Lucia

**Ministry of Home Affairs And
National Security**

**Invitation to Bid for Supply of
Fire Fighting Appliances -
St. Lucia Fire Service**

TENDERS are invited for the procurement of Domestic Fire fighting Vehicles for the Saint Lucia Fire Service.

Specifications:

No. of Vehicles — Two (2)

Type — 380 - 400 hp Engine, Foam/water Tender with four crew cabin and SCBA

Equipment specifications-see website below or contact the Fire Service Department.

Diesel

Four wheel drive

Colour — Red

Price — Duty Free.

Quotations must include cost, Insurance and Freight (CIF) to port Castries, St. Lucia.

Provision for inspection of units before shipment as well as a period of training to acquaint local operators with unique features of units during the commissioning phase should be included in the terms of supply.

Units must be accompanied with a certificate of compliance indicating that it meets acceptable international standards and specifications.

Full details of the bid/specifications can be obtained from the St Lucia Fire Service, Manoel Street Castries at telephone number 451-7667 or by visiting the following link: www.fire.egov.lc or the government of St. Lucia website: <http://govt.lc/>

All Tenders should be submitted no later than noon on Monday December 31, 2012 in a sealed envelope clearly marked, "Tender for Supply of Fire Appliances" and addressed to:

The Secretary
Central Tenders Board
Ministry Of Finance
2nd Floor
Financial Centre Building
Bridge Street
Castries, Saint Lucia

Government of Saint Lucia

**Ministry of Home Affairs And
National Security**

**Invitation for Tenders
To Design and Build a
Wastewater Treatment Plant
For The
Bordelais Prison, Dennery**

THE Bordelais Correctional facility is soliciting bids for the purchase and installation of a packaged wastewater treatment plant.

Background

The current plant is under design and the effluent quality does not meet the required standards.

The pumping station is under design and therefore must be upgraded to meet the expected flows.

Grease traps are poorly maintained and therefore a high volume of grease carries over into the plant.

Plant specifications:

Bod Removal <20 Mg/L

Total Suspended Solids <200mg/L

Faecal Coliform <200cfu/100ml

Grease Separation And Removal
Pump Station

Plant Capacity 200l/Person/Day
for a Minimum of 550 Persons or
113m³/Day.

Contractor Experience

Minimum of five (5) years documented evidence of construction of a similar plant proposed.

At least two (2) references from clients for which similar projects were undertaken.

Tenders should be submitted no later than noon on Monday January 7th 2013 in a sealed envelope clearly marked "Tenders For a Wastewater Treatment Plant For The Bordelais Correctional Facility and addressed to:

The Secretary
Central Tenders Board
Ministry of Finance
2nd Floor,
Financial Center Building
Bridge Street,
Castries

NOTICE is hereby given that the immovable property hereinafter described will be put up for Sale and Adjudication by the Sheriff, or his Officer, at the Court House or at the Registrar's Office in the City of Castries, on the day of Sale hereinafter stated for each property between the hours of ten and eleven o'clock in the forenoon by the Court House clock.

The purchase money shall be payable as follows:

1. The Officer conducting the Sale shall require from the Bidder a deposit or a certified banker's cheque in the sum of \$3909.53, paid to the Accountant General, equal to one tenth of the debt (in principal, interest and cost) due to the seizing party.
2. The Purchaser shall pay the Sheriff the Purchase price less the deposit within six months of the date of Sale with interest thereon at the rate of six percent per annum. In default of such payment the deposit paid by the Purchaser shall be forfeited and shall be applied towards the Judgment Debt.

SAINT LUCIA

IN THE HIGH COURT OF JUSTICE
(CIVIL)

Claim No. SLUHCV2007/0882

Between:-

FIRST CARIBBEAN INTERNATIONAL BANK
(BARBADOS) LIMITED formerly
CIBC CARIBBEAN LIMITED

Claimant

vs

I. MARCELLUS LENNIE

Defendant

NOTICE IS HEREBY given that by virtue of Judgment of the High Court dated 20th day of February, 2008 against the Defendant herein and Writ of Execution returnable on the 11th day of February, 2013 there will be put up for Sale and Adjudication by the Sheriff or his Officer to the Highest Bidder in the High Court House, on Peynier Street in the City of Castries on Monday the 14th day of January, 2013 at ten o'clock in the forenoon the following immovable property of the Defendant to wit:

SCHEDULE

BLOCK No. 1457 B PARCEL No. 354

All that piece or parcel of land located at Cas en Bas Development in the Registration quarter of Gros-Islet in the State of St. Lucia and measuring SIX THOUSAND AND EIGHT (6,008) SQUARE FEET or POINT TWO SIX (0.26) HECTARES and bounded as follow FIVE HUNDRED AND FIFTY EIGHT(558.2) SQUARE METERS:

On the NORTH by Block no. 1457B Parcel no. 355 on SOUTH Block No. 1457B Parcel No. 330 on the East by Block No.1456B Parcel No. 512 and on the West by Access Road or howsoever otherwise the same may be bounded or contained. TOGETHER with all the appurtenances and dependencies thereof and the partially constructed building erected thereon.

TITLE: Deed of Sale by Marilyn Ambrose to the Judgment Debtor executed before Peter I. Foster, Notary Royal on the 31st day of July 1998 and registered at the Land Registry on 03rd day of September 1998 as Instrument No. 3522/1988.

The property is subjected to:

- (i) A hypothecary Obligation in favor of the Judgment Creditor registered as instrument Number 1162/2007 for the sum of \$32,300.00 as a first charge against the property.
- (ii) A Judicial Hypothec in favor of the Judgment Creditor arising out of the Default Judgment obtained in this suit and registered as Instrument Number 5643/2008 on the 09 October day of 2008 .

Upset Price: \$140,000.00

*Sheriff's Office
Peynier Street
Castries*

[Third Publication]

Decisions taken by the Development Control Authority (DCA)
List of Approvals for the week ending: November 16th, 2012
Small Development Applications

Small Development Applications: Residential structures, pools, garages, fences, retaining walls,
re-approvals, amendments, repairs and renovations and tents.

Application Registration No.	Floor Area	Location	Decision
1175/12	1, 180 sq. ft. (109.67 sq. m.)	Beausejour, Gros Islet	Approval with conditions
1176/12	1, 444 sq. ft. (134.14 sq. m.)	Riviere Mitan, Gros Islet	Approval with conditions
1177/12	724 sq. ft. (62.29 sq. m.)	La Feuillet, Gros Islet	Approval with conditions
1171/12	2, 498 sq. ft. (232.16 sq. m.)	Cas En Bas, Gros Islet	Approval with conditions
1168/12	1, 664 sq. ft. (154.65 sq. m.)	Assou Canal, Gros Islet	Approval with conditions
1154/12 Ref.1447/08	1, 763 sq. ft. (163.85 sq. m.)	Victoria, Choiseul	Approval with conditions
1169/12 Ref.172/09	2, 442 sq. ft. (226.95 sq. m.)	Belle Plaine, Soufriere	Approval with conditions
1174/12	6, 902 sq. ft. (124.8 sq. m.)	Moreau, Micoud	Approval with conditions
1181/12	2, 992 sq. ft. (277.96 sq. m.)	Morne Fortune, Castries	Approval with conditions
933/12	1, 286 sq. ft. (119.51 sq. m.)	Morne Fortune, Castries	Approval with conditions
861/12	500. 53 sq. ft. (46.50 sq. m.)	Moulin A Vent, Gros Islet	Approval with conditions
1091/12	1, 500 sq. ft. (139.41 sq. m.)	La Feuillet, Gros Islet	Approval with conditions
1140/12	1, 500 sq. ft. (139.41 sq. m.)	La Feuillet, Gros Islet	Approval with conditions
930/12	3, 644 sq. ft. (338.6 sq. m.)	Escap Development, Micoud	Approval with conditions
828/12	1, 542 sq. ft. (143 sq. m.)	Augier, Vieux Fort	Approval with conditions

NOTICE OF APPLICATION OF ANNUAL SITTING FOR LIQUOR LICENCE

NOTICE is hereby given that pursuant to Section 7 of the Liquor Licensing Act Cap 13.17 as amended: there will be an Annual Sitting of Liquor Licensing Board at Vieux Fort on Monday 17th December, 2012 at 9:00 a.m. to hear and determine application for Liquor Certificate granted at the Annual Licensing Board sitting.

Any person who desires to file a Notice of objection to the granting of the Liquor License to any applicant is hereby required to lodge his/her objection at the Second District Court by Monday December 17, 2012, stating the grounds of the objection.

Forms are available at the first and Second District Courts.

*Chairperson
Liquor Licence Board*

ANNUAL SITTING OF THE LIQUOR LICENSING BOARD

NOTICE is hereby given that the pursuant to Section 7 of the Liquor Licensing Act cap 13.17 as Amended; there will be an annual sitting of the Liquor Licence Board at Vieux Fort on Monday December 17, 2012 at 9:00 a.m. to hear and determine applications for liquor licences from the following applicants:

PARTICULARS

Name of Applicant	Address	Proposed place of business	Type of Business
Jianxing Su	Commercial Street, Vieux Fort	Commercial Street, Vieux fort	Refreshment House
Fernela N. Taraud & Patrick A. Taraud	Cantonment, Vieux Fort	Cantonment, Vieux Fort	Refreshment House
Anselm Felix	High Street, Dennery	High Street, Dennery	Restaurant

Any person who desires to file-a Notice of Objection to the granting of the Liquor Licence to any of the above-mentioned applicants are hereby required to lodge his/her objection at the Second District Court by the 21st day of December 2012, stating the grounds of the objection. Forms are available at the Second District Court.

*Chairperson
Liquor Licence Board*

TRANSFER OF LIQUOR LICENSING

UNDER the provision of Section 22(2) of the Liquor Licence Act of 2001 as Amended; notice is hereby given that the under-mentioned persons have filed applications with the Magistrate of the Second District Court for a transfer of their Liquor Licence. These applications will be heard and determined at the quarterly sitting of the Liquor Licence Board at Vieux Fort on Monday December 17, 2012 at 9:00 a.m.

PARTICULARS

HOLDER	TRANSFeree	ADDRESS OF BUSINESS	TYPE OF LICENCE
Patrick Rigobert	Madelaine Nervais	Anse Ger, Micoud	Refreshment House

Any person who desires to file a Notice of Objection to the granting of the transfer of the Liquor Licence to any of the above-mentioned applicants are hereby required to lodge his/her objection at the Second District Court by the 21st day of December 2012, stating the grounds of the objection. Forms are available at the Second District Court.

*Chairperson
Liquor Licence Board*

**NOTICE OF APPLICATION OF QUARTERLY SITTING
FOR LIQUOR LICENCE**

NOTICE is hereby given that pursuant to Section 7 of the Liquor Licensing Act Cap 13.17 as amended: there will be an Quarterly Sitting of Liquor Licensing Board on Tuesday 18th December, 2012 at 10:00 a.m. to hear and determine applications for Liquor Certificate granted at the Quarterly Licensing Board sitting.

Any person who desires to file a Notice of objection to the granting of the Liquor License to any applicant is hereby required to lodge his/her objection at the First District Court by 7th December, 2012, stating the grounds of the objection.

Forms are available at the first and Second District Courts.

*Chairperson
Liquor Licence Board*

**RE: NOTICE OF APPLICATION OF ANNUAL SITTING FOR
LIQUOR LICENSING**

NOTICE is hereby given that the pursuant to Section 7 of the Liquor Licensing Act cap 13.17 as Amended; there will be an annual sitting of the Liquor Licence Board on Tuesday December 18,2012 at 10:00 a.m. to hear and determine applications for liquor from the following applicant(s):

PARTICULARS

Name of Applicant	Address	Proposed place of business	Type of Business
Rainolfe Augustin	Canaries	Riverside Road Canaries	Refreshment House

Any person who desires to file-a Notice of Objection to the granting of the Liquor Licence to any of the above-mentioned applicant(s) are hereby required to lodge his/her objection at the First and Second District Court by Friday, December 7th, 2012, stating the grounds of the objection.

Forms are available at the First and Second District Court.

*Chairperson
Liquor Licence Board*

**IN THE EASTERN CARIBBEAN SUPREME COURT
IN THE HIGH COURT OF JUSTICE**

SAINT LUCIA

CLAIM No. SLUHCV 2012/0318

BETWEEN:

ARTHUR WARNER
Morne Road in the Quarter of Castries

Claimant

and

(1) DEXTER JAMES
of Corinth in the Quarter of Gros Islet

(2) TIMOTHY JOSEPH
of Agard, Morne DuDon in the Quarter of Castries

Defendants

TO: (1) TIMOTHY JOSEPH
whose last known address is Agard, Morne DuDon in the Quarter of Castries

NOTICE

TAKE NOTICE that in the action herein instituted against you in the High Court of Justice Saint Lucia, in the absence of Acknowledgement of Service being filed by you, Judgment was entered against you in favour of the Claimant for an amount to be decided by the Court at a hearing on 27th November, 2012. The hearing has now been adjourned to 7th February, 2013.

AND service of the said Judgment is being effected upon you by way of publication in two consecutive issues of the St Lucia Gazette and the Voice newspaper, due to the inability of the Process Server to locate you.

A copy of the Judgment can be obtained at the High Court Office at Peynier Street, Castries, Saint Lucia or at the Chambers of McNamara & Co., 20 Micoud Street, Castries, Saint Lucia

McNamara & Co.
Legal Practitioner for the Claimant

Per:
C A Bota McNamara

[First Publication]

**IN THE EASTERN CARIBBEAN SUPREME COURT
IN THE HIGH COURT OF JUSTICE
(PROBATE)**

SLUHSS 2012/0018

IN THE ESTATE of the Late Alexander Couloute

AND IN THE MATTER of an application for the
Appointment of an Administrator

AND IN THE MATTER of Article 608 of the Civil Code
Vol. IV of the Laws of Saint Lucia

WITHOUT NOTICE: ANETTE DONATIEN

BEFORE: THE REGISTRAR OF THE HIGH COURT

NOTICE

TAKE NOTICE an application has been filed in the High Court of Justice by ANETTE DONATIEN for a Grant of Letters of Administration (Small Succession) in the Estate of the late ALEXANDER COULOUTE who died at St. Jude Hospital, Vieux Fort, Saint Lucia on the 26th day of August 1999.

AND TAKE FURTHER NOTICE that any persons interested in the said Succession are required to give their consent in person at the Registry of the High Court of Justice, Peynier Street, Castries within twenty eight (28) days of the aforesaid publication of this Notice which is being published in two (2) consecutive issues of a local newspaper widely circulated in Saint Lucia.

Dated this 20th day of September, 2012

Registrar of the High Court

[Second Publication]

**IN THE EASTERN CARIBBEAN SUPREME COURT
IN THE HIGH COURT OF JUSTICE**

SAINT LUCIA

CLAIM No. SLUHCV 2011/1129

BETWEEN:

FIRST CARIBBEAN INTERNATIONAL BANK
(BARBADOS) LIMITED

Claimant

and

(1) CARIBBEAN SPRINGS LTD.
(2) LAWRENCE PAUL MONTOUTE
(3) CATHERINE FONTALIO

Defendants

TO: (1) CARIBBEAN SPRINGS LTD. (2) LAWRENCE PAUL MONTOUTE (3) CATHERINE FONTALIO

NOTICE

TAKE NOTICE that an action has been commenced against you in the High Court of Justice (Saint Lucia) Claim No. SLUHCV2011/1129 by FirstCaribbean International Bank (Barbados) Limited wherein Judgment has been entered against you and a Writ of Execution for seizure and Sale of Block 1627B Parcel 404, has been filed in the High Court of Justice together with a Notice of application to Fix Upset Price.

AND service upon you of Notice of the said Application is being effected by this advertisement in two issues of a local newspaper as well as in two issues of the Official Gazette.

AND take notice that the hearing of the application on the part of the Claimant for an order to fix an upset price shall be heard on Monday 8th April, 2013 at the High Court of Justice, Peynier Street, in the city of Castries at 9 o'clock in the forenoon.

IF YOU desire to respond to the said Application you must do so within 14 days of the last publication of this advertisement, or the application will be heard in your absence.

THE Application can be viewed at the High Court Office at Peynier Street, Castries, Saint Lucia or at the Chambers of Floissac Fleming and Associates, Cnr. Brazil and Mongiraud Street, Castries, Saint Lucia.

Dated the 26th day of November, 2012.

Floissac Fleming & Associates
Per:
Cheryl C. Goddard-Dorville
Legal Practitioner for the Claimant

The court office is at Peynier Street, Castries, Saint Lucia telephone number 453-1916, Fax 453-2071, E-mail stluhco@eccourts.org. The office is open between 9:00a.m and 2:00p.m. on Monday to Thursday and between 9:00a.m. to 3:00p.m. on Friday except public holidays. This Notice is filed by Floissac Fleming & Associates, Solicitors for the Claimant, Cnr. Brazil and Mongiraud Streets, Castries, Saint Lucia, Tel: 452-2887/452-3250, Fax 453-1496, Email:info@floissaclawyers.com

[Second Publication]