
STATUTORY INSTRUMENTS

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

No. 120 of 2017 — Eastern Caribbean Supreme Court (Court Proceedings Fees) (Saint Lucia) (Amendment) Rules

No. 121 of 2017 — Value Added Tax (Amendment of Schedule 3) Order

VACANCY NOTICES

Department of Education, Innovation, and Gender Relations

JOB DESCRIPTION

POSITION IDENTIFICATION

Job Title : Education Officer III

Department : District IV

Classification : Grade 17

Reports to : Chief Education Officer

Supervises : Staff in the District Office and Principals of District IV

RELATIONSHIPS AND RESPONSIBILITIES

1. Liaises with the Permanent Secretary, Deputy Permanent Secretary, Chief Education Officer, Deputy Chief Education Officer – Instruction, Deputy Chief Education Officer – Planning, principals, teachers, students, representatives of denominational schools, Sir Arthur Lewis Community College, community groups and organizations, other Government Ministries and Donor Agencies.
2. Works in collaboration with the Chief Education Officer to ensure that schools are administered in a proper and efficient manner.
3. Supervises and supports schools within the District and serves as liaison between the Ministry of Education and schools.

DUTIES AND TASKS

1. Manages the District Education Office through monitoring and supervision of staff to ensure that the objectives of the District are met.
2. Provides general supervision of instruction at schools by visiting each school at least twice per term to ensure effective delivery of the programme of instruction.
3. Intervenes on matters which may impact negatively on instruction or the general operation of the school by providing advice and guidance to ensure effective delivery of instruction in schools.

4. Advises principals on matters of school administration and organization by maintaining appropriate dialogue and providing the relevant support needed to ensure quality in the school system.
5. Informs the Chief Education Officer of school issues and makes recommendations for action so that schools may operate more effectively.
6. Assists schools in obtaining the necessary curricula, curriculum materials and other documents essential to the planning and effective delivery of instruction.
7. Initiates, organizes and assists with the development and delivery of appropriate in-service and orientation training programmes for principals and staff to help strengthen the capacities to effectively manage instruction at schools.
8. Develops, implements and evaluates a District Improvement Plan by collaborating with relevant stakeholders to ascertain that the District has a strategic focus that will assist in achieving the Ministry of Education's goals.
9. Keeps a log of school visits, termly reports and annual progress reports on the officer's programme of activities and submits to the Chief Education Officer for sound decision making.
10. Assists principals in formulating and evaluating annual performance objectives and plans by providing guidance and making the necessary recommendations for school development and improvement.
11. Co-ordinates annual performance reviews of schools within the District through dialogue with principals and staff and submits reports to the Chief Education Officer for informed decision making.
12. Works closely with other team members to prepare annual budget for the District by incorporating the yearly activities in order to adopt a clear understanding of what the District intends to achieve.
13. Advises the Ministry on resources and other material needs of schools to ensure that all schools have the

required resources that will enhance the teaching/ learning process resulting in greater student achievement.

14. Harnesses support from the community for the further development of the school.
15. Performs any other related duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.

CONDITIONS

1. Accommodation provided in a general administrative office.
2. The processes of the Unit will be carried out on the basis of team work. The officer will be expected to be an active team member who understands all the processes of the Unit.
3. The officer will be required to maintain a high level of integrity, confidentiality, honesty and trust at all times.
4. The officer will be required to maintain a motor vehicle to function in a scheduled travelling post and is expected to be in the field.
5. The officer will receive a travelling allowance in accordance with approved rates established by the Government of Saint Lucia.
6. The officer is required to attend regular Heads of Department meetings and to report on the progress of the District.
7. Salary will be paid in accordance with the terms stipulated by the Government in the Estimates of Expenditure or Collective Agreement and is liable to taxation in accordance with the Income Tax Ordinance.
8. Institutional support will be provided through appropriate Civil Service and Teaching Service Regulations, Statutory Instrument and Departmental Guidelines.
9. Opportunities exist for personal development and career advancement through general and specialized in-service and external training.
10. Housing, free medical attention and medicine will not be provided.

EVALUATION METHOD

Work performance will be evaluated on the basis of:

1. impact of training programmes designed and implemented;
2. effectiveness and quality of supervision and monitoring provided in the programme of instruction in schools

and in the resolution of problems related to the general operation of schools;

3. effective demonstration of supervisory and management capabilities;
4. quality of assessment conducted;
5. timely completion and quality of reports generated;
6. capability to maintain appropriate linkages with both internal and external customers;
7. proven knowledge and understanding of current job related policies, procedures, instructions and the use of relevant technology;
8. compliance with Departmental, Ministry's Guidelines and Standard Operating Procedures;
9. effective implementation of duties, responsibilities and assignments as defined in the Job Description.

SKILLS, KNOWLEDGE AND ABILITIES

1. A progressive attitude and professional demeanour.
2. Sound decision-making skills including analytic and problem solving skills.
3. Sound leadership, managerial and supervisory skills.
4. Sound knowledge of the Standard Operating Procedures contained in the Ministry's Operations Manual.
5. Ability to develop and implement strategic plans.
6. Ability to maintain a high standard of ethics, honesty, and integrity in carrying out the goals and objectives of the Unit.
7. Ability to effectively manage and supervise the budget and activities/programmes of the District Education Office.
8. Ability to motivate, counsel and mentor staff.
9. Ability to establish and maintain effective linkages with both internal and external customers.
10. Ability to effectively communicate both orally and in writing.

QUALIFICATIONS AND EXPERIENCE

The candidates should possess the following:

A Master's Degree in Educational Administration, **plus** Bachelor's Degree in Educational Administration, **plus** five (5) years experience in administration (experience as a Secondary School Principal would be an asset);

OR

A Master's Degree in Educational Administration or related field, **plus** a Post Graduate Diploma, **plus** five (5) years experience in administration (experience as a Secondary School Principal would be an asset).

SALARY

Salary commensurate with 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:

1. performance and punctuality will be used as part of the criteria for selection of persons already in the Education System; and
2. the successful applicant may be given an acting appointment for up to twelve (12) months;
3. applicants are required to indicate administrative positions held and experience gained.

Applications on the prescribed forms should be addressed to:

The Secretary
Teaching Service Commission
Stanislaus James Building
The Waterfront
CASTRIES

The deadline for receiving applications is on or before **Friday, December 1, 2017.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries.

Department of Education, Innovation, and Gender Relations

JOB DESCRIPTION**POSITION IDENTIFICATION**

Job Title : Education Officer III
Department : District I
Classification : Grade I7
Reports to : Chief Education Officer
Supervises : Staff in the District Office and Principals of District I

RELATIONSHIPS AND RESPONSIBILITIES

1. Liaises with the Permanent Secretary, Deputy Permanent Secretary, Chief Education Officer, Deputy Chief Education Officer – Instruction, Deputy Chief Education Officer – Planning, principals, teachers, students, representatives of denominational schools, Sir Arthur Lewis Community College, community groups and organizations, other Government Ministries and Donor Agencies.
2. Works in collaboration with the Chief Education Officer to ensure that schools are administered in a proper and efficient manner.
3. Supervises and supports schools within the District and serves as liaison between the Ministry of Education and schools.

DUTIES AND TASKS

1. Manages the District Education Office through monitoring and supervision of staff to ensure that the objectives of the District are met.
2. Provides general supervision of instruction at schools by visiting each school at least twice per term to ensure effective delivery of the programme of instruction.
3. Intervenes on matters which may impact negatively on instruction or the general operation of the school by providing advice and guidance to ensure effective delivery of instruction in schools.
4. Advises principals on matters of school administration and organization by maintaining appropriate dialogue and providing the relevant support needed to ensure quality in the school system.
5. Informs the Chief Education Officer of school issues and makes recommendations for action so that schools may operate more effectively.
6. Assists schools in obtaining the necessary curricula, curriculum materials and other documents essential to the planning and effective delivery of instruction.

7. Initiates, organizes and assists with the development and delivery of appropriate in-service and orientation training programmes for principals and staff to help strengthen the capacities to effectively manage instruction at schools.
 8. Develops, implements and evaluates a District Improvement Plan by collaborating with relevant stakeholders to ascertain that the District has a strategic focus that will assist in achieving the Ministry of Education's goals.
 9. Keeps a log of school visits, termly reports and annual progress reports on the officer's programme of activities and submits to the Chief Education Officer for sound decision making.
 10. Assists principals in formulating and evaluating annual performance objectives and plans by providing guidance and making the necessary recommendations for school development and improvement.
 11. Co-ordinates annual performance reviews of schools within the District through dialogue with principals and staff and submits reports to the Chief Education Officer for informed decision making.
 12. Works closely with other team members to prepare annual budget for the District by incorporating the yearly activities in order to adopt a clear understanding of what the District intends to achieve.
 13. Advises the Ministry on resources and other material needs of schools to ensure that all schools have the required resources that will enhance the teaching/learning process resulting in greater student achievement.
 14. Harnesses support from the community for the further development of the school.
 15. Performs any other related duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.
5. The officer will receive a travelling allowance in accordance with approved rates established by the Government of Saint Lucia.
 6. The officer is required to attend regular Heads of Department meetings and to report on the progress of the District.
 7. Salary will be paid in accordance with the terms stipulated by the Government in the Estimates of Expenditure or Collective Agreement and is liable to taxation in accordance with the Income Tax Ordinance.
 8. Institutional support will be provided through appropriate Civil Service and Teaching Service Regulations, Statutory Instrument and Departmental Guidelines.
 9. Opportunities exist for personal development and career advancement through general and specialized in-service and external training.
 10. Housing, free medical attention and medicine will not be provided.

EVALUATION METHOD

Work performance will be evaluated on the basis of:

1. impact of training programmes designed and implemented;
2. effectiveness and quality of supervision and monitoring provided in the programme of instruction in schools and in the resolution of problems related to the general operation of schools;
3. effective demonstration of supervisory and management capabilities;
4. quality of assessment conducted;
5. timely completion and quality of reports generated;
6. capability to maintain appropriate linkages with both internal and external customers;
7. proven knowledge and understanding of current job related policies, procedures, instructions and the use of relevant technology;
8. compliance with Departmental, Ministry's Guidelines and Standard Operating Procedures;
9. effective implementation of duties, responsibilities and assignments as defined in the Job Description.

SKILLS, KNOWLEDGE AND ABILITIES

1. A progressive attitude and professional demeanour.
2. Sound decision-making skills including analytic and problem solving skills.

CONDITIONS

1. Accommodation provided in a general administrative office.
2. The processes of the Unit will be carried out on the basis of team work. The officer will be expected to be an active team member who understands all the processes of the Unit.
3. The officer will be required to maintain a high level of integrity, confidentiality, honesty and trust at all times.
4. The officer will be required to maintain a motor vehicle to function in a scheduled travelling post and is expected to be in the field.

3. Sound leadership, managerial and supervisory skills.
4. Sound knowledge of the Standard Operating Procedures contained in the Ministry's Operations Manual.
5. Ability to develop and implement strategic plans.
6. Ability to maintain a high standard of ethics, honesty, and integrity in carrying out the goals and objectives of the Unit.
7. Ability to effectively manage and supervise the budget and activities/programmes of the District Education Office.
8. Ability to motivate, counsel and mentor staff.
9. Ability to establish and maintain effective linkages with both internal and external customers.
10. Ability to effectively communicate both orally and in writing.

QUALIFICATIONS AND EXPERIENCE

The candidates should possess the following:

A Master's Degree in Educational Administration, **plus** Bachelor's Degree in Educational Administration, **plus** five (5) years experience in administration (experience as a Secondary School Principal would be an asset);

OR

A Master's Degree in Educational Administration or related field, **plus** a Post Graduate Diploma, **plus** five (5) years experience in administration (experience as a Secondary School Principal would be an asset).

SALARY

Salary commensurate with 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:

1. **performance and punctuality** will be used as part of the criteria for selection of persons already in the Education System; and
2. the successful applicant **may** be given an acting appointment for up to twelve (12) months;
3. applicants are required to indicate administrative positions held and experience gained.

Applications on the prescribed forms should be addressed to:

The Secretary
Teaching Service Commission
Stanislaus James Building
The Waterfront
CASTRIES

The deadline for receiving applications is on or before **Friday, December 1, 2017.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries.

Ministry of Education, Innovation, Gender Relations and Sustainable Development

JOB DESCRIPTION

1. POSITION IDENTIFICATION

- 1.1 Job Title : Vice Principal
- 1.2 School : Gros Islet Secondary
- 1.3 Classification : Grade 14 - 15
- 1.4 Reports to : Principal

2. RELATIONSHIPS AND RESPONSIBILITIES

- 2.1 Supports the Principal in liaising with the Education Officer, Chief Education Officer, Permanent Secretary, Deputy Permanent Secretary, Deputy Chief Education Officers – Instruction and Planning, teachers, students, Sir Arthur Lewis Community College, community groups and organizations, other Government Ministries and Donor Agencies.
- 2.2 Assists the Principal in collaborating with the Education Officer to ensure that school is administered in a proper and efficient manner.

- 2.3 Supervises and supports teachers, students and ancillary staff and supports the role of the Principal as liaison between the District Education Office and school.

3. DUTIES AND TASKS

- 3.1 Working with the Principal of the school and/or while deputizing with the Principal ensures the execution of responsibilities in accordance with the provisions of the Education Act of 1999 and Regulations governing the Teaching Service;
- 3.2 Assists the Principal in establishing and promoting high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- 3.3 Leads and coordinates the supervision of instructional programmes of the school, evaluates lesson plans and observes classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development;
- 3.4 Helps monitor the fostering and integration of technology and innovation into programmes administered by the school;
- 3.5 Assists the Principal in ensuring a safe and orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;
- 3.6 Files all required reports regarding attendance and discipline matters;
- 3.7 Supervises the physical safety of the pupils while on the school's compound;
- 3.8 Applies the syllabus in conformity with the needs of the pupils of the school to ensure effective learning;
- 3.9 Assists the Principal in supervising and appraising the performance of staff;
- 3.10 Supports the Principal in the development, implementation and promotion of effective plans for the continuing professional development and academic growth of teachers to improve the quality of instruction through staff meetings, in-service training and personal contact;
- 3.11 Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
- 3.12 Assumes responsibility along with staff for the school's performance;

- 3.13 Supports the Principal in the establishment and supervision of a fair and consistent manner effective discipline and attendance systems, consistent with the values and mission of the Ministry of Education;
- 3.14 Assists the Principal in keeping the staff informed, and implements along with staff ideas for the improvement of the school. Conducts meetings, as necessary, for the proper functioning of the school;
- 3.15 Ensures the proper care and use of school furniture, equipment and supplies;
- 3.16 Develops and maintains an active relationship with parents, e.g., through Parent/Teacher Association;
- 3.17 Supports the Principal in furnishing all returns as prescribed, to the Department of Education, Innovation and Gender Relations as requested;
- 3.18 Ensures that student records are complete and current;
- 3.19 Performs other duties as may be assigned from time to time by the Chief Education Officer, the Permanent Secretary and the Principal.

4. CONDITIONS

- 4.1 Accommodation provided in the School (Office);
- 4.2 Institutional support is provided through the Ministry of Education, Innovation, Gender Relations and Sustainable Development;
- 4.3 Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.

5. EVALUATION METHOD

Work performance will be evaluated on the basis of:

- 5.1 Level of performance and accomplishment of the school;
- 5.2 Quality of instruction as evidenced by student performance;
- 5.3 Effectiveness of staff management and extent to which team spirit and parental involvement are exhibited;
- 5.4 Extent to which student participation in school activities and student discipline are maintained;
- 5.5 Timeliness, accuracy and quality of information provided in returns and reports;
- 5.6 Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;

- 5.7 Compliance with the Guidelines and Policies of the Ministry of Education, Innovation, Gender Relations and Sustainable Development; and
- 5.8 Effective implementation of duties, responsibilities and assignments as defined in the job description.

6. SKILLS, KNOWLEDGE AND ABILITIES

- 6.1 Knowledge of education theory and practice including modalities of instruction;
- 6.2 Clinical supervisory skills;
- 6.3 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;
- 6.4 Capacity to provide effective management and instructional leadership;
- 6.5 Ability to creatively deploy participating and team building approaches to school management;
- 6.6 Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
- 6.7 Ability to lead and manage innovation for school improvement;
- 6.8 Ability to plan for and manage the integration of Technology in instruction and in school administration;
- 6.9 Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
- 6.10 Decisiveness, soundness of judgment and success in issuing directives.

7. QUALIFICATIONS AND EXPERIENCE

The candidates should possess **at least** the following:

A Master's Degree in Educational Administration, **plus** five (5) years experience in Administration (i.e. head of department, dean of discipline, year heads, etc.), **plus** five (5) years experience as a **Qualified** Teacher;

OR

A Bachelor's Degree in Educational Administration or related field, **plus** a Post Graduate Diploma, **plus** five (5) years experience in administration (i.e. head of department, dean of discipline, year heads etc.), **plus** seven (7) years experience as a **Qualified** Teacher;

OR

A Bachelor's Degree in Educational Administration or related field, **plus** five (5) years experience in administration (i.e. head of department, dean of discipline, year heads, etc.), **plus** ten (10) years experience as a **Qualified** Teacher;

8. SALARY

Salary will be determined on qualifications and experience.

9. 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 verified 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:

1. **performance and punctuality** will be used as part of the criteria for selection of persons already in the Education System;
2. the successful applicant **may** be given an acting appointment for up to twelve (12) months; and
3. applicants are required to indicate administrative positions held and experience gained.

Applications on the prescribed forms should be addressed to:

The Secretary
Teaching Service Commission
Stanislaus James Building
The Waterfront
CASTRIES

Completed application form should reach the Secretary on or before **Friday, December 1, 2017**. Application Forms can be obtained from the Office of the Teaching Service Commission.

Ministry of Education, Innovation, Gender Relations and Sustainable Development

JOB DESCRIPTION

1. POSITION IDENTIFICATION

- 1.1 **Job Title** : Vice Principal
- 1.2 **School** : Soufriere Comprehensive Secondary
- 1.3 **Classification** : Grade 14 - 15
- 1.4 **Reports to** : Principal

2. RELATIONSHIPS AND RESPONSIBILITIES

- 2.1 Supports the Principal in liaising with the Education Officer, Chief Education Officer, Permanent Secretary, Deputy Permanent Secretary, Deputy Chief Education Officers – Instruction and Planning, teachers, students, Sir Arthur Lewis Community College, community groups and organizations, other Government Ministries and Donor Agencies.
- 2.2 Assists the Principal in collaborating with the Education Officer to ensure that school is administered in a proper and efficient manner.
- 2.3 Supervises and supports teachers, students and ancillary staff and supports the role of the Principal as liaison between the District Education Office and school.

3. DUTIES AND TASKS

- 3.1 Working with the Principal of the school and/or while deputizing with the Principal ensures the execution of responsibilities in accordance with the provisions of the Education Act of 1999 and Regulations governing the Teaching Service;
- 3.2 Assists the Principal in establishing and promoting high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- 3.3 Leads and coordinates the supervision of instructional programmes of the school, evaluates lesson plans and observes classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development;
- 3.4 Helps monitor the fostering and integration of technology and innovation into programmes administered by the school;
- 3.5 Assists the Principal in ensuring a safe and orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;

- 3.6 Files all required reports regarding attendance and discipline matters;
- 3.7 Supervises the physical safety of the pupils while on the school's compound;
- 3.8 Applies the syllabus in conformity with the needs of the pupils of the school to ensure effective learning;
- 3.9 Assists the Principal in supervising and appraising the performance of staff;
- 3.10 Supports the Principal in the development, implementation and promotion of effective plans for the continuing professional development and academic growth of teachers to improve the quality of instruction through staff meetings, in-service training and personal contact;
- 3.11 Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
- 3.12 Assumes responsibility along with staff for the school's performance;
- 3.13 Supports the Principal in the establishment and supervision of a fair and consistent manner effective discipline and attendance systems, consistent with the values and mission of the Ministry of Education;
- 3.14 Assists the Principal in keeping the staff informed, and implements along with staff ideas for the improvement of the school. Conducts meetings, as necessary, for the proper functioning of the school;
- 3.15 Ensures the proper care and use of school furniture, equipment and supplies;
- 3.16 Develops and maintains an active relationship with parents, e.g., through Parent/Teacher Association;
- 3.17 Supports the Principal in furnishing all returns as prescribed, to the Department of Education, Innovation and Gender Relations as requested;
- 3.18 Ensures that student records are complete and current;
- 3.19 Performs other duties as may be assigned from time to time by the Chief Education Officer, the Permanent Secretary and the Principal.

4. CONDITIONS

- 4.1 Accommodation provided in the School (Office);
- 4.2 Institutional support is provided through the Ministry of Education, Innovation, Gender Relations and Sustainable Development;
- 4.3 Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.

5. EVALUATION METHOD

Work performance will be evaluated on the basis of:

- 5.1 Level of performance and accomplishment of the school;
- 5.2 Quality of instruction as evidenced by student performance;
- 5.3 Effectiveness of staff management and extent to which team spirit and parental involvement are exhibited;
- 5.4 Extent to which student participation in school activities and student discipline are maintained;
- 5.5 Timeliness, accuracy and quality of information provided in returns and reports;
- 5.6 Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;
- 5.7 Compliance with the Guidelines and Policies of the Ministry of Education, Innovation, Gender Relations and Sustainable Development; and
- 5.8 Effective implementation of duties, responsibilities and assignments as defined in the job description.

6. SKILLS, KNOWLEDGE AND ABILITIES

- 6.1 Knowledge of education theory and practice including modalities of instruction;
- 6.2 Clinical supervisory skills;
- 6.3 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;
- 6.4 Capacity to provide effective management and instructional leadership;
- 6.5 Ability to creatively deploy participating and team building approaches to school management;
- 6.6 Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
- 6.7 Ability to lead and manage innovation for school improvement;
- 6.8 Ability to plan for and manage the integration of Technology in instruction and in school administration;
- 6.9 Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;

- 6.10 Decisiveness, soundness of judgment and success in issuing directives.

7. QUALIFICATIONS AND EXPERIENCE

The candidates should possess **at least** the following:

A Master's Degree in Educational Administration, plus five (5) years experience in Administration (i.e. head of department, dean of discipline, year heads, etc.), plus five (5) years experience as a Qualified Teacher;

OR

A Bachelor's Degree in Educational Administration or related field, plus a Post Graduate Diploma, plus five (5) years experience in administration (i.e. head of department, dean of discipline, year heads etc.), plus seven (7) years experience as a Qualified Teacher;

OR

A Bachelor's Degree in Educational Administration or related field, plus five (5) years experience in administration (i.e. head of department, dean of discipline, year heads, etc.), plus ten (10) years experience as a Qualified Teacher;

8. SALARY

Salary will be determined on qualifications and experience.

9. 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 verified 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:

1. performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;
2. the successful applicant may be given an acting appointment for up to twelve (12) months; and
3. applicants are required to indicate administrative positions held and experience gained.

Applications on the prescribed forms should be addressed to:

The Secretary
Teaching Service Commission
Stanislaus James Building
The Waterfront
CASTRIES

Completed application form should reach the Secretary on or before **Friday, December 1, 2017**. Application Forms can be obtained from the Office of the Teaching Service Commission.

*Ministry of Education, Innovation, Gender Relations
and Sustainable Development*

JOB DESCRIPTION

1. POSITION IDENTIFICATION

- 1.1 **Job Title** : Vice Principal
- 1.2 **School** : Vieux Fort Comprehensive Secondary
- 1.3 **Classification** : Grade 14 - 15
- 1.4 **Reports to** : Principal

2. RELATIONSHIPS AND RESPONSIBILITIES

- 2.1 Supports the Principal in liaising with the Education Officer, Chief Education Officer, Permanent Secretary, Deputy Permanent Secretary, Deputy Chief Education Officers – Instruction and Planning, teachers, students, Sir Arthur Lewis Community College, community groups and organizations, other Government Ministries and Donor Agencies.
- 2.2 Assists the Principal in collaborating with the Education Officer to ensure that school is administered in a proper and efficient manner.
- 2.3 Supervises and supports teachers, students and ancillary staff and supports the role of the Principal as liaison between the District Education Office and school.

3. DUTIES AND TASKS

- 3.1 Working with the Principal of the school and/or while deputizing with the Principal ensures the execution of responsibilities in accordance with the provisions of the Education Act of 1999 and Regulations governing the Teaching Service;
- 3.2 Assists the Principal in establishing and promoting high standards and expectations for all students and staff for academic performance and responsibility for behavior.

- 3.3 Leads and coordinates the supervision of instructional programmes of the school, evaluates lesson plans and observes classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development;
- 3.4 Helps monitor the fostering and integration of technology and innovation into programmes administered by the school;
- 3.5 Assists the Principal in ensuring a safe and orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;
- 3.6 Files all required reports regarding attendance and discipline matters;
- 3.7 Supervises the physical safety of the pupils while on the school's compound;
- 3.8 Applies the syllabus in conformity with the needs of the pupils of the school to ensure effective learning;
- 3.9 Assists the Principal in supervising and appraising the performance of staff;
- 3.10 Supports the Principal in the development, implementation and promotion of effective plans for the continuing professional development and academic growth of teachers to improve the quality of instruction through staff meetings, in-service training and personal contact;
- 3.11 Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
- 3.12 Assumes responsibility along with staff for the school's performance;
- 3.13 Supports the Principal in the establishment and supervision of a fair and consistent manner effective discipline and attendance systems, consistent with the values and mission of the Ministry of Education;
- 3.14 Assists the Principal in keeping the staff informed, and implements, along with staff, ideas for the improvement of the school. Conducts meetings, as necessary, for the proper functioning of the school;
- 3.15 Ensures the proper care and use of school furniture, equipment and supplies;
- 3.16 Develops and maintains an active relationship with parents, e.g., through Parent/Teacher Association;
- 3.17 Supports the Principal in furnishing all returns as prescribed, to the Department of Education, Innovation and Gender Relations as requested;

- 3.18 Ensures that student records are complete and current;
- 3.19 Performs other duties as may be assigned from time to time by the Chief Education Officer, the Permanent Secretary and the Principal.

4. CONDITIONS

- 4.1 Accommodation provided in the School (Office);
- 4.2 Institutional support is provided through the Ministry of Education, Innovation, Gender Relations and Sustainable Development;
- 4.3 Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.

5. EVALUATION METHOD

Work performance will be evaluated on the basis of:

- 5.1 Level of performance and accomplishment of the school;
- 5.2 Quality of instruction as evidenced by student performance;
- 5.3 Effectiveness of staff management and extent to which team spirit and parental involvement are exhibited;
- 5.4 Extent to which student participation in school activities and student discipline are maintained;
- 5.5 Timeliness, accuracy and quality of information provided in returns and reports;
- 5.6 Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;
- 5.7 Compliance with the Guidelines and Policies of the Ministry of Education, Innovation, Gender Relations and Sustainable Development; and
- 5.8 Effective implementation of duties, responsibilities and assignments as defined in the job description.

6. SKILLS, KNOWLEDGE AND ABILITIES

- 6.1 Knowledge of education theory and practice including modalities of instruction;
- 6.2 Clinical supervisory skills;
- 6.3 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;

- 6.4 Capacity to provide effective management and instructional leadership;
- 6.5 Ability to creatively deploy participating and team building approaches to school management;
- 6.6 Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
- 6.7 Ability to lead and manage innovation for school improvement;
- 6.8 Ability to plan for and manage the integration of Technology in instruction and in school administration;
- 6.9 Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
- 6.10 Decisiveness, soundness of judgment and success in issuing directives.

7. QUALIFICATIONS AND EXPERIENCE

The candidates should possess **at least** the following:

A Master's Degree in Educational Administration, **plus** five (5) years experience in Administration (i.e. head of department, dean of discipline, year heads, etc.), **plus** five (5) years experience as a **Qualified** Teacher;

OR

A Bachelor's Degree in Educational Administration or related field, **plus** a Post Graduate Diploma, **plus** five (5) years experience in administration (i.e. head of department, dean of discipline, year heads etc.), **plus** seven (7) years experience as a **Qualified** Teacher;

OR

A Bachelor's Degree in Educational Administration or related field, **plus** five (5) years experience in administration (i.e. head of department, dean of discipline, year heads, etc.), **plus** ten (10) years experience as a **Qualified** Teacher;

8. SALARY

Salary will be determined on qualifications and experience.

9. 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 verified 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:

1. performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;
2. the successful applicant may be given an acting appointment for up to twelve (12) months; and
3. applicants are required to indicate administrative positions held and experience gained.

Applications on the prescribed forms should be addressed to:

The Secretary
Teaching Service Commission
Stanislaus James Building
The Waterfront
CASTRIES

Completed application form should reach the Secretary on or before **Friday, December 1, 2017**. Application Forms can be obtained from the Office of the Teaching Service Commission.

Ministry of Education, Innovation, Gender Relations and Sustainable Development

JOB DESCRIPTION

1. POSITION IDENTIFICATION

- 1.1 **Job Title** : Principal
- 1.2 **School** : Odsan Combined
- 1.3 **Classification** : Grade 14
- 1.4 **Reports to** : Education Officer with responsibility for the District

2. RELATIONSHIPS AND RESPONSIBILITIES

- 2.1 Liaises with the Education Officer, Chief Education Officer, Permanent Secretary, Deputy Permanent Secretary, Deputy Chief Education Officer – Instruction, Deputy Chief Education Officer – Planning, teachers, students, Sir Arthur Lewis Community College, community groups and organizations, other Government Ministries and Donor Agencies.
- 2.2 Works in collaboration with the Education Officer to ensure that the school is administered in a proper and efficient manner.

- 2.3 Supervises and supports teachers, students and ancillary staff and serves as liaison between the District Education Office and school.

3. DUTIES AND TASKS

- 3.1 Executes responsibilities in accordance with the provisions of the Education Act of 1999 and Regulations governing the Teaching Service;
- 3.2 Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior;
- 3.3 Supervises the instructional programmes of the school, evaluates lesson plans and observes classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development;
- 3.4 Fosters the integration of technology and innovation into programmes administered by the school;
- 3.5 Ensures a safe and orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;
- 3.6 Files all required reports regarding attendance and discipline matters;
- 3.7 Supervises the physical safety of the pupils while on the school's compound;
- 3.8 Applies the syllabus in conformity with the needs of the pupils of the school to ensure effective learning;
- 3.9 Supervises and appraises the performance of staff;
- 3.10 Develops, implements and promotes effective plans for the continuing professional development and academic growth of teachers to improve the quality of instruction through staff meetings, in-service training and personal contact;
- 3.11 Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
- 3.12 Assumes responsibility along with staff for the school's performance;
- 3.13 Establishes and supervises in a fair and consistent manner effective discipline and attendance systems, consistent with the values and mission of the Ministry of Education;
- 3.14 Keeps the staff informed and implements, along with staff, ideas for the improvement of the school. Conducts meetings, as necessary, for the proper functioning of the school;

- 3.15 Ensures the proper care and use of school furniture, equipment and supplies;
- 3.16 Develops and maintains an active relationship with parents, example, through Parent/Teacher Association;
- 3.17 Furnishes all returns as prescribed, to the Department of Education, Innovation and Gender Relations as requested;
- 3.18 Ensures that student records are complete and current;
- 3.19 Furnishes progress reports on the performance of the school at the end of every year to the Education Officer with responsibility for the district;
- 3.20 Performs other duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.

4. CONDITIONS

- 4.1 Accommodation provided in the School (Office);
- 4.2 Institutional support is provided through the Ministry of Education, Innovation, Gender Relations and Sustainable Development;
- 4.3 Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.

5. EVALUATION METHOD

Work performance will be evaluated on the basis of:

- 5.1 Level of performance and accomplishment of the school;
- 5.2 Quality of instruction as evidenced by student performance;
- 5.3 Effectiveness of staff management and extent to which team spirit and parental involvement are exhibited;
- 5.4 Extent to which student participation in school activities and student discipline are maintained;
- 5.5 Timeliness, accuracy and quality of information provided in returns and reports;
- 5.6 Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;
- 5.7 Compliance with the Guidelines and Policies of the Ministry of Education, Innovation, Gender Relations and Sustainable Development; and
- 5.8 Effective implementation of duties, responsibilities and assignments as defined in the job description.

6. SKILLS, KNOWLEDGE AND ABILITIES

- 6.1 Knowledge of education theory and practice including modalities of instruction;
- 6.2 Clinical supervisory skills;
- 6.3 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 operation procedures;
- 6.4 Capacity to provide effective management and instructional leadership;
- 6.5 Ability to creatively deploy participating and team building approaches to school management;
- 6.6 Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
- 6.7 Ability to lead and manage innovation for school improvement;
- 6.8 Ability to plan for and manage the integration of Technology in instruction and in school administration;
- 6.9 Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
- 6.10 Decisiveness, soundness of judgment and success in issuing directives.

7. QUALIFICATIONS AND EXPERIENCE

The candidates should possess at least the following:

A Bachelor's Degree in Educational (Administration) or a related field, **plus** Certificate/Diploma in Education, **plus** five (5) years experience as a **Qualified** Teacher;

8. SALARY

Salary will be determined on qualifications and experience.

9. 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 verified 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:

1. performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;
2. the successful applicant may be given an acting appointment for up to twelve (12) months; and
3. applicants are required to indicate administrative positions held and experience gained.

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The Secretary
Teaching Service Commission
Stanislaus James Building
The Waterfront
CASTRIES

Completed application form should reach the Secretary on or before **Friday, December 1, 2017**. Application Forms can be obtained from the Office of the Teaching Service Commission.

Ministry of Education, Innovation, Gender Relations and Sustainable Development

JOB DESCRIPTION

1. POSITION IDENTIFICATION

- 1.1 Job Title : Principal
- 1.2 School : Banse La Grace Combined
- 1.3 Classification : Grade 14
- 1.4 Reports to : Education Officer with responsibility for the District

2. RELATIONSHIPS AND RESPONSIBILITIES

- 2.1 Liaises with the Education Officer, Chief Education Officer, Permanent Secretary, Deputy Permanent Secretary, Deputy Chief Education Officer – Instruction, Deputy Chief Education Officer – Planning, teachers, students, Sir Arthur Lewis Community College, community groups and organizations, other Government Ministries and Donor Agencies.
- 2.2 Works in collaboration with the Education Officer to ensure that the school is administered in a proper and efficient manner.

- 2.3 Supervises and supports teachers, students and ancillary staff and serves as liaison between the District Education Office and school.

3. DUTIES AND TASKS

- 3.1 Executes responsibilities in accordance with the provisions of the Education Act of 1999 and Regulations governing the Teaching Service;
- 3.2 Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior;
- 3.3 Supervises the instructional programmes of the school, evaluates lesson plans and observes classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development;
- 3.4 Fosters the integration of technology and innovation into programmes administered by the school;
- 3.5 Ensures a safe and orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;
- 3.6 Files all required reports regarding attendance and discipline matters;
- 3.7 Supervises the physical safety of the pupils while on the school's compound;
- 3.8 Applies the syllabus in conformity with the needs of the pupils of the school to ensure effective learning;
- 3.9 Supervises and appraises the performance of staff;
- 3.10 Develops, implements and promotes effective plans for the continuing professional development and academic growth of teachers to improve the quality of instruction through staff meetings, in-service training and personal contact;
- 3.11 Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
- 3.12 Assumes responsibility along with staff for the school's performance;
- 3.13 Establishes and supervises in a fair and consistent manner effective discipline and attendance systems, consistent with the values and mission of the Ministry of Education;
- 3.14 Keeps the staff informed and implements, along with staff, ideas for the improvement of the school. Conducts meetings, as necessary, for the proper functioning of the school;

- 3.15 Ensures the proper care and use of school furniture, equipment and supplies;
- 3.16 Develops and maintains an active relationship with parents, example, through Parent/Teacher Association;
- 3.17 Furnishes all returns as prescribed, to the Department of Education, Innovation and Gender Relations as requested;
- 3.18 Ensures that student records are complete and current;
- 3.19 Furnishes progress reports on the performance of the school at the end of every year to the Education Officer with responsibility for the district;
- 3.20 Performs other duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.

4. CONDITIONS

- 4.1 Accommodation provided in the School (Office);
- 4.2 Institutional support is provided through the Ministry of Education, Innovation, Gender Relations and Sustainable Development;
- 4.3 Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.

5. EVALUATION METHOD

Work performance will be evaluated on the basis of:

- 5.1 Level of performance and accomplishment of the school;
- 5.2 Quality of instruction as evidenced by student performance;
- 5.3 Effectiveness of staff management and extent to which team spirit and parental involvement are exhibited;
- 5.4 Extent to which student participation in school activities and student discipline are maintained;
- 5.5 Timeliness, accuracy and quality of information provided in returns and reports;
- 5.6 Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;
- 5.7 Compliance with the Guidelines and Policies of the Ministry of Education, Innovation, Gender Relations and Sustainable Development; and
- 5.8 Effective implementation of duties, responsibilities and assignments as defined in the job description.

6. SKILLS, KNOWLEDGE AND ABILITIES

- 6.1 Knowledge of education theory and practice including modalities of instruction;
- 6.2 Clinical supervisory skills;
- 6.3 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 operation procedures;
- 6.4 Capacity to provide effective management and instructional leadership;
- 6.5 Ability to creatively deploy participating and team building approaches to school management;
- 6.6 Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
- 6.7 Ability to lead and manage innovation for school improvement;
- 6.8 Ability to plan for and manage the integration of Technology in instruction and in school administration;
- 6.9 Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
- 6.10 Decisiveness, soundness of judgment and success in issuing directives.

7. QUALIFICATIONS AND EXPERIENCE

The candidates should possess **at least** the following:

A Bachelor's Degree in Educational (Administration) or a related field, plus Certificate/Diploma in Education, plus five (5) years experience as a Qualified Teacher;

8. SALARY

Salary will be determined on qualifications and experience.

9. 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 verified 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:

1. performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;
2. the successful applicant may be given an acting appointment for up to twelve (12) months; and
3. applicants are required to indicate administrative positions held and experience gained.

Applications on the prescribed forms should be addressed to:

The Secretary
Teaching Service Commission
Stanislaus James Building
The Waterfront
CASTRIES

Completed application form should reach the Secretary on or before **Friday, December 1, 2017**. Application Forms can be obtained from the Office of the Teaching Service Commission.

Ministry of Education, Innovation, Gender Relations and Sustainable Development

JOB DESCRIPTION

1. POSITION IDENTIFICATION

- 1.1 Job Title : Principal
- 1.2 School : Micoud Primary
- 1.3 Classification : Grade 14
- 1.4 Reports to : Education Officer with responsibility for the District

2. RELATIONSHIPS AND RESPONSIBILITIES

- 2.1 Liaises with the Education Officer, Chief Education Officer, Permanent Secretary, Deputy Permanent Secretary, Deputy Chief Education Officer – Instruction, Deputy Chief Education Officer – Planning, teachers, students, Sir Arthur Lewis Community College, community groups and organizations, other Government Ministries and Donor Agencies.
- 2.2 Works in collaboration with the Education Officer to ensure that the school is administered in a proper and efficient manner.

- 2.3 Supervises and supports teachers, students and ancillary staff and serves as liaison between the District Education Office and school.

3. DUTIES AND TASKS

- 3.1 Executes responsibilities in accordance with the provisions of the Education Act of 1999 and Regulations governing the Teaching Service;
- 3.2 Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior;
- 3.3 Supervises the instructional programmes of the school, evaluates lesson plans and observes classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development;
- 3.4 Fosters the integration of technology and innovation into programmes administered by the school;
- 3.5 Ensures a safe and orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;
- 3.6 Files all required reports regarding attendance and discipline matters;
- 3.7 Supervises the physical safety of the pupils while on the school's compound;
- 3.8 Applies the syllabus in conformity with the needs of the pupils of the school to ensure effective learning;
- 3.9 Supervises and appraises the performance of staff;
- 3.10 Develops, implements and promotes effective plans for the continuing professional development and academic growth of teachers to improve the quality of instruction through staff meetings, in-service training and personal contact;
- 3.11 Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
- 3.12 Assumes responsibility along with staff for the school's performance;
- 3.13 Establishes and supervises in a fair and consistent manner effective discipline and attendance systems, consistent with the values and mission of the Ministry of Education;
- 3.14 Keeps the staff informed and implements, along with staff, ideas for the improvement of the school. Conducts meetings, as necessary, for the proper functioning of the school;

- 3.15 Ensures the proper care and use of school furniture, equipment and supplies;
- 3.16 Develops and maintains an active relationship with parents, example, through Parent/Teacher Association;
- 3.17 Furnishes all returns as prescribed, to the Department of Education, Innovation and Gender Relations as requested;
- 3.18 Ensures that student records are complete and current;
- 3.19 Furnishes progress reports on the performance of the school at the end of every year to the Education Officer with responsibility for the district;
- 3.20 Performs other duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.

4. CONDITIONS

- 4.1 Accommodation provided in the School (Office);
- 4.2 Institutional support is provided through the Ministry of Education, Innovation, Gender Relations and Sustainable Development;
- 4.3 Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.

5. EVALUATION METHOD

Work performance will be evaluated on the basis of:

- 5.1 Level of performance and accomplishment of the school;
- 5.2 Quality of instruction as evidenced by student performance;
- 5.3 Effectiveness of staff management and extent to which team spirit and parental involvement are exhibited;
- 5.4 Extent to which student participation in school activities and student discipline are maintained;
- 5.5 Timeliness, accuracy and quality of information provided in returns and reports;
- 5.6 Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;
- 5.7 Compliance with the Guidelines and Policies of the Ministry of Education, Innovation, Gender Relations and Sustainable Development; and
- 5.8 Effective implementation of duties, responsibilities and assignments as defined in the job description.

6. SKILLS, KNOWLEDGE AND ABILITIES

- 6.1 Knowledge of education theory and practice including modalities of instruction;
- 6.2 Clinical supervisory skills;
- 6.3 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 operation procedures;
- 6.4 Capacity to provide effective management and instructional leadership;
- 6.5 Ability to creatively deploy participating and team building approaches to school management;
- 6.6 Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
- 6.7 Ability to lead and manage innovation for school improvement;
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- 6.9 Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
- 6.10 Decisiveness, soundness of judgment and success in issuing directives.

7. QUALIFICATIONS AND EXPERIENCE

The candidates should possess **at least** the following:

A Bachelor's Degree in Educational (Administration) or a related field, **plus** Certificate/Diploma in Education, **plus** five (5) years experience as a Qualified Teacher;

8. SALARY

Salary will be determined on qualifications and experience.

9. 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 verified 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.

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The Waterfront
CASTRIES

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Ministry of Education, Innovation, Gender Relations and Sustainable Development

JOB DESCRIPTION

1. POSITION IDENTIFICATION

- 1.1 Job Title : Principal
- 1.2 School : Riviere Doree Anglican Combined
- 1.3 Classification : Grade 14
- 1.4 Reports to : Education Officer with responsibility for the District

2. RELATIONSHIPS AND RESPONSIBILITIES

- 2.1 Liaises with the Education Officer, Chief Education Officer, Permanent Secretary, Deputy Permanent Secretary, Deputy Chief Education Officer – Instruction, Deputy Chief Education Officer – Planning, Teachers, Students, Sir Arthur Lewis Community College, Community Groups and Organizations, other Government Ministries and Donor Agencies;
- 2.2 Works in collaboration with the Education Officer to ensure that the school is administered in a proper and efficient manner;

- 2.3 Supervises and supports teachers, students and ancillary staff and serves as liaison between the District Education Office and school.

3. DUTIES AND TASKS

- 3.1 Executes responsibilities in accordance with the provisions of the Education Act of 1999 and Regulations governing the Teaching Service;
- 3.2 Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior;
- 3.3 Supervises the instructional programmes of the school, evaluates lesson plans and observes classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development;
- 3.4 Fosters the integration of technology and innovation into programmes administered by the school;
- 3.5 Ensures a safe and orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;
- 3.6 Files all required reports regarding attendance and discipline matters;
- 3.7 Supervises the physical safety of the pupils while on the school's compound;
- 3.8 Applies the syllabus in conformity with the needs of the pupils of the school to ensure effective learning;
- 3.9 Supervises and appraises the performance of staff;
- 3.10 Develops, implements and promotes effective plans for the continuing professional development and academic growth of teachers to improve the quality of instruction through staff meetings, in-service training and personal contact;
- 3.11 Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
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- 3.17 Furnishes all returns as prescribed, to the Department of Education, Innovation and Gender Relations as requested;
- 3.18 Ensures that student records are complete and current;
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- 3.20 Performs other duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.

4. CONDITIONS

- 4.1 Accommodation provided in the School (Office);
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5. EVALUATION METHOD

Work performance will be evaluated on the basis of:

- 5.1 Level of performance and accomplishment of the school;
- 5.2 Quality of instruction as evidenced by student performance;
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- 5.5 Timeliness, accuracy and quality of information provided in returns and reports;
- 5.6 Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;
- 5.7 Compliance with the Guidelines and Policies of the Ministry of Education, Innovation, Gender Relations and Sustainable Development; and
- 5.8 Effective implementation of duties, responsibilities and assignments as defined in the job description.

6. SKILLS, KNOWLEDGE AND ABILITIES

- 6.1 Knowledge of education theory and practice, including modalities of instruction;
- 6.2 Clinical supervisory skills;
- 6.3 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 operation procedures;
- 6.4 Capacity to provide effective management and instructional leadership;
- 6.5 Ability to creatively deploy participating and team building approaches to school management;
- 6.6 Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
- 6.7 Ability to lead and manage innovation for school improvement;
- 6.8 Ability to plan for and manage the integration of Technology in instruction and in school administration;
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- 6.10 Decisiveness, soundness of judgment and success in issuing directives.

7. QUALIFICATIONS AND EXPERIENCE

The candidates should possess **at least** the following:

A Bachelor's Degree in Educational (Administration) or a related field, plus Certificate/Diploma in Education, plus five (5) years experience as a Qualified Teacher;

8. SALARY

Salary will be determined on qualifications and experience.

9. GENERAL

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Ministry of Education, Innovation, Gender Relations and Sustainable Development

JOB DESCRIPTION

1. POSITION IDENTIFICATION

- 1.1 Job Title : Principal
- 1.2 School : Carmen Rene Memorial
- 1.3 Classification : Grade 14
- 1.4 Reports to : Education Officer with responsibility for the District

2. RELATIONSHIPS AND RESPONSIBILITIES

- 2.1 Liaises with the Education Officer, Chief Education Officer, Permanent Secretary, Deputy Permanent Secretary, Deputy Chief Education Officer – Instruction, Deputy Chief Education Officer – Planning, Teachers, Students, Sir Arthur Lewis Community College, Community Groups and Organizations, other Government Ministries and Donor Agencies;
- 2.2 Works in collaboration with the Education Officer to ensure that the school is administered in a proper and efficient manner;

- 2.3 Supervises and supports teachers, students and ancillary staff and serves as liaison between the District Education Office and school.

3. DUTIES AND TASKS

- 3.1 Executes responsibilities in accordance with the provisions of the Education Act of 1999 and Regulations governing the Teaching Service;
- 3.2 Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior;
- 3.3 Supervises the instructional programmes of the school, evaluates lesson plans and observes classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development;
- 3.4 Fosters the integration of technology and innovation into programmes administered by the school;
- 3.5 Ensures a safe and orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;
- 3.6 Files all required reports regarding attendance and discipline matters;
- 3.7 Supervises the physical safety of the pupils while on the school's compound;
- 3.8 Applies the syllabus in conformity with the needs of the pupils of the school to ensure effective learning;
- 3.9 Supervises and appraises the performance of staff;
- 3.10 Develops, implements and promotes effective plans for the continuing professional development and academic growth of teachers to improve the quality of instruction through staff meetings, in-service training and personal contact;
- 3.11 Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
- 3.12 Assumes responsibility along with staff for the school's performance;
- 3.13 Establishes and supervises in a fair and consistent manner effective discipline and attendance systems, consistent with the values and mission of the Ministry of Education;
- 3.14 Keeps the staff informed and implements, along with staff, ideas for the improvement of the school. Conducts meetings, as necessary, for the proper functioning of the school;

- 3.15 Ensures the proper care and use of school furniture, equipment and supplies;
- 3.16 Develops and maintains an active relationship with parents, example, through Parent/Teacher Association;
- 3.17 Furnishes all returns as prescribed, to the Department of Education, Innovation and Gender Relations as requested;
- 3.18 Ensures that student records are complete and current;
- 3.19 Furnishes progress reports on the performance of the school at the end of every year to the Education Officer with responsibility for the district;
- 3.20 Performs other duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.

4. CONDITIONS

- 4.1 Accommodation provided in the School (Office);
- 4.2 Institutional support is provided through the Ministry of Education, Innovation, Gender Relations and Sustainable Development;
- 4.3 Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.

5. EVALUATION METHOD

Work performance will be evaluated on the basis of:

- 5.1 Level of performance and accomplishment of the school;
- 5.2 Quality of instruction as evidenced by student performance;
- 5.3 Effectiveness of staff management and extent to which team spirit and parental involvement are exhibited;
- 5.4 Extent to which student participation in school activities and student discipline are maintained;
- 5.5 Timeliness, accuracy and quality of information provided in returns and reports;
- 5.6 Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;
- 5.7 Compliance with the Guidelines and Policies of the Ministry of Education, Innovation, Gender Relations and Sustainable Development; and
- 5.8 Effective implementation of duties, responsibilities and assignments as defined in the job description.

6. SKILLS, KNOWLEDGE AND ABILITIES

- 6.1 Knowledge of education theory and practice including modalities of instruction;
- 6.2 Clinical supervisory skills;
- 6.3 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 operation procedures;
- 6.4 Capacity to provide effective management and instructional leadership;
- 6.5 Ability to creatively deploy participating and team building approaches to school management;
- 6.6 Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
- 6.7 Ability to lead and manage innovation for school improvement;
- 6.8 Ability to plan for and manage the integration of Technology in instruction and in school administration;
- 6.9 Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
- 6.10 Decisiveness, soundness of judgment and success in issuing directives.

7. QUALIFICATIONS AND EXPERIENCE

The candidates should possess **at least** the following:

A Bachelor's Degree in Educational (Administration) or a related field, plus Certificate/Diploma in Education, plus five (5) years experience as a Qualified Teacher;

8. SALARY

Salary will be determined on qualifications and experience.

9. 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 verified 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:

1. performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;
2. the successful applicant may be given an acting appointment for up to twelve (12) months; and
3. applicants are required to indicate administrative positions held and experience gained.

Applications on the prescribed forms should be addressed to:

The Secretary
Teaching Service Commission
Stanislaus James Building
The Waterfront
CASTRIES

Completed application form should reach the Secretary on or before **Friday, December 1, 2017**. Application Forms can be obtained from the Office of the Teaching Service Commission.

Ministry of Education, Innovation, Gender Relations and Sustainable Development

JOB DESCRIPTION

1. POSITION IDENTIFICATION

- 1.1 **Job Title** : Principal
- 1.2 **School** : Stanley Jon Odum Memorial Secondary
- 1.3 **Classification** : Grade 16
- 1.4 **Reports to** : Education Officer with responsibility for the District

2. RELATIONSHIPS AND RESPONSIBILITIES

- 2.1 Liaises with the Education Officer, Chief Education Officer, Permanent Secretary, Deputy Permanent Secretary, Deputy Chief Education Officers – Instruction and Planning, Teachers, Students, Sir Arthur Lewis Community College, Community Groups and Organizations, other Government Ministries and Donor Agencies;
- 2.2 Works in collaboration with the Education Officer to ensure that school is administered in a proper and efficient manner;

- 2.3 Supervises and supports vice principal, teachers, students and ancillary staff and serves as liaison between the District Education Office and school.

3. DUTIES AND TASKS

- 3.1 Executes responsibilities in accordance with the provisions of the Education Act of 1999 and Regulations governing the Teaching Service;
- 3.2 Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior;
- 3.3 Supervises the instructional programmes of the school, evaluates lesson plans and observes classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development;
- 3.4 Fosters the integration of technology and innovation into programmes administered by the school;
- 3.5 Ensures a safe and orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;
- 3.6 Files all required reports regarding attendance and discipline matters;
- 3.7 Supervises the physical safety of the pupils while on the school's compound;
- 3.8 Applies the syllabus in conformity with the needs of the pupils of the school to ensure effective learning;
- 3.9 Supervises and appraises the performance of staff;
- 3.10 Develops, implements and promotes effective plans for the continuing professional development and academic growth of teachers to improve the quality of instruction through staff meetings, in-service training and personal contact;
- 3.11 Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
- 3.12 Assumes responsibility along with staff for the school's performance;
- 3.13 Establishes and supervises in a fair and consistent manner effective discipline and attendance systems, consistent with the values and mission of the Ministry of Education;
- 3.14 Keeps the staff informed and implements along with staff ideas for the improvement of the school. Conducts meetings, as necessary, for the proper functioning of the school;

- 3.15 Ensures the proper care and use of school furniture, equipment and supplies;
- 3.16 Develops and maintains an active relationship with parents, example, through parent/teacher association;
- 3.17 Furnishes all returns as prescribed, to the Department of Education, Innovation and Gender Relations as requested;
- 3.18 Ensures that student records are complete and current;
- 3.19 Furnishes progress reports on the performance of the school at the end of every year to the Education Officer with responsibility for the district;
- 3.20 Performs other duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.

4. CONDITIONS

- 4.1 Accommodation provided in the School (Office);
- 4.2 Institutional support is provided through the Ministry of Education, Innovation, Gender Relations and Sustainable Development;
- 4.3 Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.

5. EVALUATION METHOD

Work performance will be evaluated on the basis of:

- 5.1 Level of performance and accomplishment of the school;
- 5.2 Quality of instruction as evidenced by student performance;
- 5.3 Effectiveness of staff management and extent to which team spirit and parental involvement are exhibited;
- 5.4 Extent to which student participation in school activities and student discipline are maintained;
- 5.5 Timeliness, accuracy and quality of information provided in returns and reports;
- 5.6 Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;
- 5.7 Compliance with the Guidelines and Policies of the Ministry of Education, Innovation, Gender Relations and Sustainable Development; and
- 5.8 Effective implementation of duties, responsibilities and assignments as defined in the job description.

6. SKILLS, KNOWLEDGE AND ABILITIES

- 6.1 Knowledge of education theory and practice including modalities of instruction;
- 6.2 Clinical supervisory skills;
- 6.3 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 operation procedures;
- 6.4 Capacity to provide effective management and instructional leadership;
- 6.5 Ability to creatively deploy participating and team building approaches to school management;
- 6.6 Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
- 6.7 Ability to lead and manage innovation for school improvement;
- 6.8 Ability to plan for and manage the integration of Technology in instruction and in school administration;
- 6.9 Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
- 6.10 Decisiveness, soundness of judgment and success in issuing directives.

7. QUALIFICATIONS AND EXPERIENCE

The candidates should possess **at least** the following:

A Master's Degree in Educational Administration, **plus** five (5) years experience in Administration (i.e. head of department, dean of discipline, year heads, etc.), **plus** five (5) years experience as a **Qualified** Teacher;

OR

A Bachelor's Degree in Educational Administration or related field, **plus** a Post Graduate Diploma, **plus** five (5) years experience in administration (i.e. head of department, dean of discipline, year heads etc.), **plus** seven (7) years experience as a **Qualified** Teacher;

OR

A Bachelor's Degree in Educational Administration or related field, **plus** five (5) years experience in administration (i.e. head of department, dean of discipline, year heads, etc.), **plus** ten (10) years experience as a **Qualified** Teacher;

8. SALARY

Salary will be determined on qualifications and experience.

9. 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 verified 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:

1. performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;
2. the successful applicant may be given an acting appointment for up to twelve (12) months; and
3. applicants are required to indicate administrative positions held and experience gained.

Applications on the prescribed form should be addressed to:

The Secretary
Teaching Service Commission
Stanislaus James Building
The Waterfront
CASTRIES

Completed application form should reach the Secretary on or before **Friday, December 1, 2017**. Application Forms can be obtained from the Office of the Teaching Service Commission.

Ministry of Education, Innovation, Gender Relations and Sustainable Development

JOB DESCRIPTION

1. POSITION IDENTIFICATION

- 1.1 **Job Title** : Principal
- 1.2 **School** : St. Mary's College
- 1.3 **Classification** : Grade 16
- 1.4 **Reports to** : Education Officer with responsibility for the District

2. RELATIONSHIPS AND RESPONSIBILITIES

- 2.1 Liaises with the Education Officer, Chief Education Officer, Permanent Secretary, Deputy Permanent Secretary, Deputy Chief Education Officers – Instruction and Planning, teachers, students, Sir Arthur Lewis Community College, community groups and organizations, other Government Ministries and Donor Agencies;
- 2.2 Works in collaboration with the Education Officer to ensure that school is administered in a proper and efficient manner;
- 2.3 Supervises and supports vice principal, teachers, students and ancillary staff and serves as liaison between the District Education Office and school.

3. DUTIES AND TASKS

- 3.1 Executes responsibilities in accordance with the provisions of the Education Act of 1999 and Regulations governing the Teaching Service;
- 3.2 Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior;
- 3.3 Supervises the instructional programmes of the school, evaluates lesson plans and observes classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development;
- 3.4 Fosters the integration of technology and innovation into programmes administered by the school;
- 3.5 Ensures a safe and orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;
- 3.6 Files all required reports regarding attendance and discipline matters;
- 3.7 Supervises the physical safety of the pupils while on the school's compound;
- 3.8 Applies the syllabus in conformity with the needs of the pupils of the school to ensure effective learning;
- 3.9 Supervises and appraises the performance of staff;
- 3.10 Develops, implements and promotes effective plans for the continuing professional development and academic growth of teachers to improve the quality of instruction through staff meetings, in-service training and personal contact;
- 3.11 Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;

- 3.12 Assumes responsibility along with staff for the school's performance;
- 3.13 Establishes and supervises in a fair and consistent manner effective discipline and attendance systems, consistent with the values and mission of the Ministry of Education;
- 3.14 Keeps the staff informed and implements along with staff ideas for the improvement of the school. Conducts meetings, as necessary, for the proper functioning of the school;
- 3.15 Ensures the proper care and use of school furniture, equipment and supplies;
- 3.16 Develops and maintains an active relationship with parents, example, through parent/teacher association;
- 3.17 Furnishes all returns as prescribed, to the Department of Education, Innovation and Gender Relations as requested;
- 3.18 Ensures that student records are complete and current;
- 3.19 Furnishes progress reports on the performance of the school at the end of every year to the Education Officer with responsibility for the district;
- 3.20 Performs other duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.

4. CONDITIONS

- 4.1 Accommodation provided in the School (Office);
- 4.2 Institutional support is provided through the Ministry of Education, Innovation, Gender Relations and Sustainable Development;
- 4.3 Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.

5. EVALUATION METHOD

Work performance will be evaluated on the basis of:

- 5.1 Level of performance and accomplishment of the school;
- 5.2 Quality of instruction as evidenced by student performance;
- 5.3 Effectiveness of staff management and extent to which team spirit and parental involvement are exhibited;
- 5.4 Extent to which student participation in school activities and student discipline are maintained;
- 5.5 Timeliness, accuracy and quality of information provided in returns and reports;

- 5.6 Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;
- 5.7 Compliance with the Guidelines and Policies of the Ministry of Education, Innovation, Gender Relations and Sustainable Development; and
- 5.8 Effective implementation of duties, responsibilities and assignments as defined in the job description.

6. SKILLS, KNOWLEDGE AND ABILITIES

- 6.1 Knowledge of education theory and practice including modalities of instruction;
- 6.2 Clinical supervisory skills;
- 6.3 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 operation procedures;
- 6.4 Capacity to provide effective management and instructional leadership;
- 6.5 Ability to creatively deploy participating and team building approaches to school management;
- 6.6 Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
- 6.7 Ability to lead and manage innovation for school improvement;
- 6.8 Ability to plan for and manage the integration of Technology in instruction and in school administration;
- 6.9 Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
- 6.10 Decisiveness, soundness of judgment and success in issuing directives.

7. QUALIFICATIONS AND EXPERIENCE

The candidates should possess **at least** the following:

A Master's Degree in Educational Administration, **plus** five (5) years experience in Administration (i.e. head of department, dean of discipline, year heads, etc.), **plus** five (5) years experience as a **Qualified** Teacher;

OR

A Bachelor's Degree in Educational Administration or related field, **plus** a Post Graduate Diploma, **plus** five (5) years experience in administration (i.e. head of

department, dean of discipline, year heads etc.), **plus** seven (7) years experience as a **Qualified** Teacher;

OR

A Bachelor's Degree in Educational Administration or related field, **plus** five (5) years experience in administration (i.e. head of department, dean of discipline, year heads, etc.), **plus** ten (10) years experience as a **Qualified** Teacher.

8. SALARY

Salary will be determined on qualifications and experience.

9. 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 verified 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:

1. performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;
2. the successful applicant may be given an acting appointment for up to twelve (12) months; and
3. applicants are required to indicate administrative positions held and experience gained.

Applications on the prescribed form should be addressed to:

The Secretary
Teaching Service Commission
Stanislaus James Building
The Waterfront
CASTRIES

Completed application form should reach the Secretary on or before **Friday, December 01, 2017**. Application Forms can be obtained from the Office of the Teaching Service Commission.

Ministry of Education, Innovation, Gender Relations and Sustainable Development

JOB DESCRIPTION

1. POSITION IDENTIFICATION

- 1.1 Job Title : Education Officer
- 1.2 Department : Curriculum and Materials Development Unit (CAMDU)
- 1.3 Classification : Grade 17
- 1.4 Reports to : Deputy Chief Education Officer (Instruction)
- 1.5 Supervises : All operations within the CAMDU Unit

2. RELATIONSHIPS AND RESPONSIBILITIES

- 2.1 Networks with local, regional and international agencies and other actors who can contribute to the development of the Curriculum Development by providing direction and focus;
- 2.2 Works in collaboration with the Curriculum Officers to ensure that school curriculum is developed and administered in a proper and efficient manner;
- 2.3 Advises the Deputy Chief Education Officer (Instruction) on strategies and actions that will enhance curriculum development in Saint Lucia.

3. DUTIES AND TASKS

The main duties of the Education Officer – Curriculum will be (but not limited) to:

- 3.1 Executes responsibilities in accordance with the provisions of the Education Act of 1999 and Regulations governing the Teaching Service;
- 3.2 Manages the daily operations of the Curriculum and Materials Development Unit by maintaining constant dialogue with Curriculum Specialists, Assessment Officers, Technical and Resource Persons to ensure efficiency and effectiveness;
- 3.3 Provides technical support and serves as counterpart to consultants for on-going projects of the Department of Education, Innovation and Gender Relations which involves curriculum;
- 3.4 Assists in the preparation of:
 - a comprehensive strategic plan for school visits, including professional development, and remediation;
 - cost effective procedures to facilitate planning for school improvement;
 - annual budget and quality reports on achievements and problems;

- inventories materials, equipment and accessories at CAMDU;
 - quarterly reports to the Deputy Chief Education Officer (Instruction) on problems and progress on the implementation of the strategic plan.
- 3.5 Supports working committees on textbook reviews, extra/co-curricula activities/uniformed groups, school cooperatives, subject coordinators and provides progress reports;
 - 3.6 Visits schools to assist teachers in public primary and secondary schools with planning, monitoring and providing feedback to teachers on implementation of the curriculum to enhance student achievement, and make necessary recommendations for improvement;
 - 3.7 Provides training for teachers and principals in the use and delivery of the curriculum in public primary and secondary schools;
 - 3.8 Assesses the effectiveness of school visits and professional development training provided on a bi-annual basis; and submits reports to the Deputy Chief Education Officer (Instruction) on a quarterly basis;
 - 3.9 Produces materials in support of specified curricula in consultation with curriculum specialists, education officers and assessment officers;
 - 3.10 Organizes equipment maintenance schedules to ensure the efficient functioning of CAMDU;
 - 3.11 Collaborates with Deputy Chief Education Officer (Instruction) to develop procedures and instruments for evaluating the work of CAMDU, including the effectiveness of the materials and programmes initiated, and inventories of materials, equipment and accessories;
 - 3.12 Liaises with personnel from other territories and external agencies on matters pertaining to curriculum development, implementation and evaluation;
 - 3.13 Performs other duties as may be assigned from time to time by the Chief Education Officer (Instruction), Chief Education Officer and Permanent Secretary.

4. CONDITIONS

- 4.1 Accommodation provided in the General Administrative Office;
- 4.2 The officer is required to maintain a motor vehicle to function in a scheduled travelling post. Basic travelling and mileage allowances will be paid in accordance with approved rates;
- 4.3 Institutional support is provided through the Ministry of Education, Innovation, Gender Relations and Sustainable Development;

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

5. EVALUATION METHOD

Work performance will be evaluated on the basis of:

- 5.1 Impact of role including quality of curriculum development, effective implementation; as well as performance of students and schools;
- 5.2 Ability to deliver in-service training and training for professional development in specific subjects;
- 5.3 Timeliness, accuracy and quality of information provided in returns and reports and the meeting of task deadlines;
- 5.4 Compliance with the Guidelines and Policies of the Ministry of Education, Innovation, Gender Relations and Sustainable Development; and
- 5.5 Effective implementation of duties, responsibilities and assignments as defined in the job description.

6. SKILLS, KNOWLEDGE AND ABILITIES

- 6.1 Sound knowledge of curriculum development, implementation and evaluation, pedagogy and student assessment;
- 6.2 A working knowledge of the Saint Lucia education system, familiarity with the Economic reviews and research documents on the education system of Saint Lucia and education systems of the Organization of Eastern Caribbean States (OECS) and beyond;
- 6.3 Research on best practices;
- 6.4 Ability to take and give advice and work as part of a team;
- 6.5 General administrative, human relations and clinical supervisory skills;
- 6.6 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 operation procedures;
- 6.7 Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
- 6.8 Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
- 6.9 Decisiveness, soundness of judgment and success in issuing directives.

7. QUALIFICATIONS AND EXPERIENCE

The candidates should possess **at least** the following:

A Master's Degree in Curriculum, **plus** five (5) years experience in a supervisory or administrative position with responsibility for the management of a Division of primary or secondary school, **plus** seven (7) years experience as a **Qualified** Teacher;

OR

A Master's Degree in Educational Administration **plus** a Bachelor's Degree in Curriculum **plus** seven (7) years experience in a supervisory or administrative position with responsibility for the management of a Division of primary or secondary school, **plus** five (5) years experience as a **Qualified** Teacher;

OR

A Bachelor's Degree in Curriculum, **plus** ten (10) years experience in a supervisory or administrative position with responsibility for the management of a Division of primary or secondary school, **plus** ten (10) years experience as a **Qualified** Teacher;

8. SALARY

Salary will be determined on qualifications and experience and is liable to taxation in accordance with the Income Tax Ordinance by the National Insurance Corporation.

9. 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 verified 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:

1. **performance and punctuality** will be used as part of the criteria for selection of persons already in the Education System;
2. the successful applicant **may** be given an acting appointment for up to twelve (12) months; and
3. applicants are required to indicate Administrative positions held and experience gained.

Applications on the prescribed forms should be addressed to:

The Secretary
Teaching Service Commission
Stanislaus James Building
The Waterfront
CASTRIES

The deadline for receiving applications is on or before **Friday, December 08, 2017.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries.

Ministry of Education, Innovation, Gender Relations and Sustainable Development

JOB DESCRIPTION

1. POSITION IDENTIFICATION

- 1.1 **Job Title** : Principal
- 1.2 **School** : Plain View Combined
- 1.3 **Classification** : Grade 14
- 1.4 **Reports to** : Education Officer with responsibility for the District

2. RELATIONSHIPS AND RESPONSIBILITIES

- 2.1 Liaises with the Education Officer, Chief Education Officer, Permanent Secretary, Deputy Permanent Secretary, Deputy Chief Education Officer – Instruction, Deputy Chief Education Officer – Planning, Teachers, Students, Sir Arthur Lewis Community College, Community Groups and Organizations, other Government Ministries and Donor Agencies;
- 2.2 Works in collaboration with the Education Officer to ensure that the school is administered in a proper and efficient manner;
- 2.3 Supervises and supports teachers, students and ancillary staff and serves as liaison between the District Education Office and school.

3. DUTIES AND TASKS

- 3.1 Executes responsibilities in accordance with the provisions of the Education Act of 1999 and Regulations governing the Teaching Service;

- 3.2 Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior;
- 3.3 Supervises the instructional programmes of the school, evaluates lesson plans and observes classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development;
- 3.4 Fosters the integration of technology and innovation into programmes administered by the school;
- 3.5 Ensures a safe and orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;
- 3.6 Files all required reports regarding attendance and discipline matters;
- 3.7 Supervises the physical safety of the pupils while on the school's compound;
- 3.8 Applies the syllabus in conformity with the needs of the pupils of the school to ensure effective learning;
- 3.9 Supervises and appraises the performance of staff;
- 3.10 Develops, implements and promotes effective plans for the continuing professional development and academic growth of teachers to improve the quality of instruction through staff meetings, in-service training and personal contact;
- 3.11 Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
- 3.12 Assumes responsibility along with staff for the school's performance;
- 3.13 Establishes and supervises in a fair and consistent manner effective discipline and attendance systems, consistent with the values and mission of the Ministry of Education;
- 3.14 Keeps the staff informed and implements along with staff ideas for the improvement of the school. Conducts meetings, as necessary, for the proper functioning of the school;
- 3.15 Ensures the proper care and use of school furniture, equipment and supplies;
- 3.16 Develops and maintains an active relationship with parents, example, through Parent/Teacher Association;
- 3.17 Furnishes all returns as prescribed, to the Department of Education, Innovation and Gender Relations as requested;
- 3.18 Ensures that student records are complete and current;
- 3.19 Furnishes progress reports on the performance of the school at the end of every year to the Education Officer with responsibility for the district;
- 3.20 Performs other duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.

4. CONDITIONS

- 4.1 Accommodation provided in the School (Office);
- 4.2 Institutional support is provided through the Ministry of Education, Innovation, Gender Relations and Sustainable Development;
- 4.3 Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.

5. EVALUATION METHOD

Work performance will be evaluated on the basis of:

- 5.1 Level of performance and accomplishment of the school;
- 5.2 Quality of instruction as evidenced by student performance;
- 5.3 Effectiveness of staff management and extent to which team spirit and parental involvement are exhibited;
- 5.4 Extent to which student participation in school activities and student discipline are maintained;
- 5.5 Timeliness, accuracy and quality of information provided in returns and reports;
- 5.6 Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;
- 5.7 Compliance with the Guidelines and Policies of the Ministry of Education, Innovation, Gender Relations and Sustainable Development; and
- 5.8 Effective implementation of duties, responsibilities and assignments as defined in the job description.

6. SKILLS, KNOWLEDGE AND ABILITIES

- 6.1 Knowledge of education theory and practice including modalities of instruction;
- 6.2 Clinical supervisory skills;

- 6.3 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 operation procedures;
- 6.4 Capacity to provide effective management and instructional leadership;
- 6.5 Ability to creatively deploy participating and team building approaches to school management;
- 6.6 Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
- 6.7 Ability to lead and manage innovation for school improvement;
- 6.8 Ability to plan for and manage the integration of Technology in instruction and in school administration;
- 6.9 Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
- 6.10 Decisiveness, soundness of judgment and success in issuing directives.

7. QUALIFICATIONS AND EXPERIENCE

The candidates should possess **at least** the following:

A Bachelor's Degree in Educational (Administration) or a related field, **plus** Certificate/Diploma in Education, **plus** five (5) years experience as a **Qualified** Teacher;

8. SALARY

Salary will be determined on qualifications and experience.

9. 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 verified 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:

1. performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;
2. the successful applicant may be given an acting appointment for up to twelve (12) months; and
3. applicants are required to indicate administrative positions held and experience gained.

Applications on the prescribed forms should be addressed to:

The Secretary
Teaching Service Commission
Stanislaus James Building
The Waterfront
CASTRIES

The deadline for receiving applications is on or before **Friday, December 08, 2017.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries.

NOTICES

NOTICE APPOINTMENT OF THE PUBLIC SERVICE COMMISSION

HER Excellency the Governor-General pursuant to Section 85(1) of the Constitution of Saint Lucia has appointed the following persons to be Members of the Public Service Commission for a period of three years effective November 10, 2017.

Mr. Hubert James
Mr. Cyrus J. Reynolds

*Government House
Saint Lucia
November 10, 2017*

NOTICE OF VOLUNTARY LIQUIDATION

TAKE NOTICE that the Directors of Soufriere Taxi Association Inc., at a special meeting duly called for the purpose and held on the 30th day of October, 2017, passed

by a Special Resolution requiring the said company to be liquidated and dissolved voluntarily under the provisions of the Companies Act Cap. 13.01 of the revised Laws of Saint Lucia.

Dated this 30th day of October 2017

Presented for filing by HUGGINS NICHOLAS CHAMBERS whose address for service is c/o George Charlemange Chambers, #29-31 Micoud Street, Castries, Saint Lucia. Tel. No. 459-7311, Fax No. 459-7311, Email: viceroxy9500@hotmail.com

**CHANGE OF NAME OF
INTERNATIONAL BUSINESS COMPANY**

*(International Business Companies Act,
Cap.12.14 Section 10(5))*

TAKE NOTICE that the International Business Company incorporated on March 3, 2016 as:

**PSS LIMITED
NO. 2016-00061**

has registered an amendment to its Articles of Association and Memorandum of Association and has changed its name to:

ALPHA LEARNING LTD.

Dated this 6th day of November 2017

*Registrar
International Business Companies*

NOTICE OF COMPANY IN DISSOLUTION

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

**ZAFIM HOLDINGS LTD.
NO. 2013-00205**

TAKE NOTICE that the International Business Company, Zafim Holdings Ltd. No. 2013-00205, which was incorporated on June 20, 2013, has registered its articles of dissolution.

TAKE NOTICE that dissolution of the above-named company commenced on 7th November, 2017 and that the name and address of the liquidator is as follows:

**David ARELIANO
Schottegatweg Oost
10 Bon Bini Business Center,
Unit A1k
Willemstad, Curacao
Netherlands Antilles**

Dated this 7th day of November, 2017

*Registrar
International Business Companies*

**CHANGE OF NAME OF
INTERNATIONAL BUSINESS COMPANY**

*(International Business Companies Act,
Cap.12.14 Section 10(5))*

TAKE NOTICE that the International Business Company incorporated on November 3, 2005 as:

**COBALT HOLDING CO. LTD.
No. 2005-00398**

has registered an amendment to its Articles of Association and Memorandum of Association and has changed its name to:

UNICOMER CARIBBEAN HOLDING Co. LTD.

Dated this 1st day of November 2017

*Lester D. Martyr
Registrar
International Business Companies*

**REGISTRY OF COMPANIES AND
INTELLECTUAL PROPERTY**

*Companies Act, Cap. 13.01
Revised Laws of St. Lucia*

PURSUANT TO section 194 of Companies Act of Saint Lucia, the following companies are reminded of their obligation to file annual returns by April 1st in each year

in the prescribed form made up to 31st December of the preceding year and accompanied with the prescribed fees. The companies are further asked to take note of section 519 (1) (a) of the Act which gives the Registrar the authority to strike off the Register a company which fails to send a return as required by the Act.

Name of Company	Company Number	Years In Default
Professional Contractors Inc.	2013/C153	2013-2016
Mammie Du Inc.	2013/C155	2016
Eulion Investments Inc.	2013/C158	2013-2016
Benevolence Inc.	2013/C163	2016
ABR Holdings Ltd.	2013/C164	2013-2016
VR Engineering Company (St. Lucia) Ltd.	2013/C165	2015-2016
J&P Development & Recreational Ltd.	2013/C166	2013-2016
Ultra Dimension Construction Ltd.	2013/C167	2015-2016
Kaiven International Ltd.	2013/C168	2016
Eastern Caribbean Wind & Solar Ltd.	2013/C169	2013-2016
Family and Youth Monitoring and Empowering Services (FAYMES) Inc.	2013/C170	2013-2016
Building Technical Services & Management Inc.	2013/C171	2015-2016
New Ocean Limited	2013/C172	2013-2016
Bengy's Inc.	2013/C173	2013-2016
Jam's Construction Company Limited	2013/C174	2013-2016
F.C. Auto Shop Incorporated	2013/C175	2013-2016
TLL 2013 Ltd	2013/C176	2014-2016
Auto Village Limited	2013/C177	2013-2016
Gabble Inc.	2013/C179	2016
Phoenix Garden Restaurant Ltd.	2013/C181	2016
Round Rentals Ltd.	2013/C180	2013-2016
MBC St. Lucia Limited	2013/C183	2016
Aeroprint St. Lucia Limited	2013/C182	2013-2016
Archemedes Inc.	2013/C185	2013-2016
Love Resorts Inc.	2013/C187	2013-2016
Southwell Investment Group (S.G.) Limited	2013/C189	2014-2016
Jetovator St. Lucia	2013/C190	2015-2016
Timber Wellings Inc.	2013/C191	2013-2016
Name of Company	Company Number	Years In Default
O Ltd	2013/C192	2013-2016
HA-SHEM Touring Company Limited	2013/C193	2013-2016
Chrysalis Capital Management Limited	2013/C194	2013-2016
Mobility Inc.	2013/C195	2013-2016
758 Motorsports Inc.	2013/C196	2013-2016
Financial Care Inc.	2013/C198	2013-2016

Natropune Water Company Limited	2013/C200	2015-2016
Era Real Estate Professionals Incorporated	2013/C201	2013-2016
Negoce International Investment Inc.	2013/C202	2013-2016
Choice Boutique Inc.	2013/C203	2016
LED Unlimited Ltd.	2013/C204	2015-2016
Informis Ltd.	2013/C205	2014-2016
Coles Tyre Services Ltd.	2013/C206	2013-2016
MOZ Inc.	2013/C208	2014-2016
ACP Legal (Eastern Caribbean) Inc.	2013/C211	2013-2016
Musketeers Of The Caribbean Inc.	2013/C212	2014-2016
Sleek Caribbean Ltd.	2013/C213	2015-2016
Caribbean Arbitration And Medical Services Incorporated	2013/C214	2013-2016
Rean Investments Company Ltd.	2013/C215	2015-2016
Iyanola Pictures Inc.	2013/C217	2014-2016
Island Greens Inc.	2013/C218	2013-2016
June's Beauty Supplies Limited	2013/C219	2013-2016
Clayton Hill Development Ltd.	2013/C220	2014-2016
Island People Inc.	2013/C221	2013-2016
Kenor International Health and Wellness Resort Inc.	2013/C222	2013-2016

The Registry of Companies and Intellectual Property encourages all companies registered under the Act to comply with their obligation to file returns annually to avoid being struck off the Register for non-compliance. The information published herein represents the records at the Registry of Companies as at November 10th 2017.

Peronia J.K. Browne
Registrar.

REGISTRY OF COMPANIES AND INTELLECTUAL PROPERTY

Companies Act, Cap. 13.01
Revised Laws of St. Lucia

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Name of Company	Company Number	Years In Default
Devine Orchards Inc.	2012/C175	2012-2016
Nicolls & Edghill (Construction) Ltd.	2012/C179	2012-2016

Darcheville Construction Equipment Sales Ltd.	2012/C180	2012-2016	Price Bailey (St. Lucia) Inc.	2012/C005	2012-2016
Eden Herbs Ltd.	2012/C182	2016	Caribbean Tyres Inc.	2012/C006	2012-2016
The Downtown Hotel Inc.	2012/C183	2012-2016	Restaurant Holdings Inc.	2012/C007	2012-2016
JMO Corporate Ltd.	2012/C184	2012-2016	Mercury Technical Services Inc.	2012/C008	2012-2016
Frosty Seamoss Agro Process Co. Ltd.	2012/C185	2012-2016	Cornerstone Security Services Limited	2012/C009	2012-2016
ILK Inc.	2012/C187	2012-2016	Unique Sunset Inc.	2012/C010	2012-2016
West Hill Trust Ltd.	2012/C189	2016	Axcel Finance (Saint Lucia) Ltd.	2012/C012	2015-2016
FBA Secure Shred (St. Lucia) Inc.	2012/C190	2012-2016	Rand Limited	2012/C013	2014-2016
Dunamis Enterprises Inc.	2012/C191	2012-2016	A&A Care Security Company Limited	2012/C014	2012-2016
Pest Exterminators Ltd.	2012/C192	2016	G&C Group Ltd.	2012/C015	2012-2016
Glitter Nails Ltd.	2012/C193	2012-2016	Tarramore Limited	2012/C017	2012-2016
Bonaventure Limited	2012/C197	2014-2016	Etonhurst Group of Companies Ltd.	2012/C018	2015-2016
Scalette International Ltd.	2012/C198	2013-2016	Martin Kirk Estate Agents Limited	2012/C019	2015-2016
JMKYVO Limited	2012/C199	2012-2016	Deluxe Building Inc.	2012/C020	2012-2016

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Name of Company	Company Number	Years In Default
Combined Insurance Services (St. Lucia) Ltd.	2012/C001	2014-2016
The Gwagout Food Company Inc.	2012/C002	2012-2016
Harlequin Blue Sky (St. Lucia) Limited	2012/C003	2015-2016
Pitton Vacation Villas Limited	2012/C004	2012-2016

A S Trading Limited	2012/C021	2014-2016
L.M.D. Inc.	2012/C023	2012-2016
JPA Investments Inc.	2012/C025	2012-2016
Fanis Small Business Center Limited	2012/C027	2012-2016
National Air Condition and Refrigeration Association Inc. (Non-Profit)	2012/C028	2012-2016
RMP Development Ltd.	2012/C029	2012-2016
Absolute Media Incorporated	2012/C032	2012-2016
Caribbean Ocean Racing Association Limited	2012/C033	2012-2016
Washington Medical Science Institute (St. Lucia) Inc.	2012/C037	2015-2016
Kyle Construction Limited	2012/C038	2016
Insight Business Consultancy and Advisory Service Ltd. (IBCAS)	2012/C039	2012-2016

Name of Company	Company Number	Years in Default
Construction, Brokerage, Trucking & Services Ltd.	2012/C040	2012-2016
Future Farm Company Limited	2012/C041	2012-2016
Mampa Agency Ltd.	2012/C045	2012-2016
Caribbean Couriers Brokerage Services Limited	2012/C046	2012-2016
Sunrise Landscaping Ltd.	2012/C048	2012-2016
Michel Equipment Rentals & Construction Inc.	2012/C049	2012-2016
Core Energy (St. Lucia) Ltd.	2012/C050	2012-2016

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Name of Company	Company Number	Years In Default
Caribbean HIV ALDS Alliance Limited	2012/C102	2012-2016
U.S Construction Supplies & Services Ltd.	2012/C103	2012-2016
Touché Media Inc.	2012/C105	2012-2016
Caribbean Yacht Service Limited	2012/C108	2016
Executive Limousine Owners Association Inc.	2012/C109	2012-2016
Chris Cox Originals Ltd.	2012/C111	2012-2016
Laurel Crown Inc.	2012/C112	2012-2016
Drive St. Lucia Inc.	2012/C113	2012-2016
Southern Elite Contractors Limited	2012/C114	2012-2016
Bern Technologies Inc.	2012/C115	2012-2016
Beausejour Property Ltd.	2012/C116	2012-2016
The Beacon Ltd.	2012/C117	2013-2016
Aquabelle Inc.	2012/C118	2015-2016
Vampro Trading & Marketing Inc.	2012/C121	2014-2016
Industrial Metal Craft (IMC) Ltd.	2012/C122	2012-2016
JAF Consult Inc.	2012/C123	2012-2016
Trade Star Distribution Inc.	2012/C124	2012-2016
Open Garden Incorporated	2012/C125	2012-2016
West Coast Construction Services Limited	2012/C126	2013-2016
Propel Ltd.	2012/C127	2012-2016
A&W Leasing (St. Lucia) Limited	2012/C128	2012-2016

Windward Import Export and Trade Inc.	2012/C129	2012-2016
Chem Solutions St. Lucia Ltd.	2012/C130	2013-2016
Source 1 Realty Ltd.	2012/C133	2012-2016
Integrated Security Solutions Ltd.	2012/C135	2012-2016
Caribbean Oncology Association Inc.	2012/C136	2014-2016
Hope Electrical and Telecom Services (St. Lucia) Ltd.	2012/C142	2012-2016

Name of Company	Company Number	Years in Default
Profitable Venture Inc.	2012/C143	2012-2016
Anitanja Lawaetz Inc.	2012/C144	2012-2016
Electrical Installations and Maintenance Services (E.I.M.S) St. Lucia Ltd.	2012/C145	2012-2016
Dr. Azmina Long & Associates Limited	2012/C147	2012-2016
Alamoe Car Rental Solution Inc.	2012/C148	2012-2016
Aquinas Fish & Seafood Limited	2012/C150	2012-2016
Laborie Beach House Inc	2012/C172	2016
Roots Tropical Food Distributors (St. Lucia) Ltd.	2012/C155	2012-2016
Excel Marketing Services Limited	2012/C156	2014-2016
Aquatec (St. Lucia) Inc.	2012/C157	2012-2016
Roadgrip (Bahamas) Limited	2012/C159	2012-2016
Brickstone Corporate Services Inc.	2012/C161	2012-2016
Caribbean Madinina Enterprise Ltd.	2012/C163	2012-2016
Amalgated Realty and Rentals Ltd.	2012/C164	2012-2016
Stone Culture Limited	2012/C165	2012-2016
Sat Guru Sahay Incorporated	2012/C166	2012-2016
Worldwide 2U Saint Lucia Ltd.	2012/C167	2012-2016
Smile Patrol Inc.	2012/C168	2013-2016
Helen Wireless Inc.	2012/C169	2012-2016
Lansiquot Enterprises Inc.	2012/C170	2014-2016
E-Z Cash St. Lucia Limited	2012/C171	2012-2016
Shevlin & St. Croix Holdings Ltd	2012/C153	2015-2016
Lewis Consulting Inc.	2012/C174	2016

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Name of Company	Company Number	Years In Default
Global Exchange St.Lucia Limited	2011/ C276	2014-2016
Pama Heights Ltd.	2011/C277	2011-2016
Cool Breeze Service Station Inc.	2011/C278	2011-2016
American Construction Supplies & Services Ltd.	2011/C279	2011-2016
Global Health Solutions Inc.	2011/C280	2011-2016
Love Telecom Inc.	2011/C281	2014-2016
Global Equipment Supplies Inc.	2011/C282	2011-2016
Asha Care Center Inc.	2011/C283	2011-2016
Regional Lifts Ltd.	2011/C285	2011-2016
NHC BAU Saint Lucia Limited	2011/C286	2015-2016
Royal Crown Ltd.	2011/C287	2011-2016
Rotciv Construction Limited	2011/C288	2011-2016
Dental Care Inc.	2011/C289	2011-2016
Villa Roma Inc.	2011/ C291	2015-2016
Cinnamon Hill Incorporated	2011/ C292	2016
Kevkey Holdings Limited	2011/C293	2011-2016
Empire Ltd.	2011/ C294	2011-2016
Professionals In Action For Creative Enterprise Inc.	2011/C295	2011-2016
Tribal Sport Ltd.	2011/C298	2011-2016
ENERTECH Ltd.	2011/C229	2012-2016
Daarsrean Green & Company Ltd.	2011/C300	2011-2016
VNS Incorporated	2011/C302	2011-2016
Airline Technical Support (Airtechs) (St. Lucia) Ltd.	2011/C303	2011-2016
Gone Bananas Limited	2011/C304	2011-2016
Desia Inc.	2011/C309	2011-2016
Soul By The Bay Inc.	2011/C311	2011-2016
I 2 Balordi (The Two Thugs) Ltd.	2011/C312	2011-2016
ICT Association Of Saint Lucia Inc.	2011/C313	2011-2016
Elda Supreme Electrical Services Inc.	2011/C314	2016
Toraille Waterfall ATV Park Inc.	2011/C315	2011-2016

Esap Community Association Inc.	2011/C316	2011-2016
L&J Electrical Distribution Ltd	2011/C317	2011-2016
Minority Holding Limited	2011/C318	2011-2016

Name of Company	Company Number	Years in Default
Eastern Caribbean Golf Teachers Federation Inc.	2011/C319	2011-2016
Caribbean Resort Management Limited	2011/C323	2011-2016
TruComfort Inc.	2011/C324	2011-2016
Jahnus Ltd.	2011/C325	2014-2016
Derm-Med Clinic Ltd.	2011/C327	2011-2016
Ebor Hospitality Consultants Limited	2011/ C326	2013-2016
The Ocean Club (St. Lucia) Ltd.	2011/C329	2011-2016
Dairy Delight Inc.	2011/C331	2011-2016
Computer Networking And Security Services Inc.	2011/C334	2016
Auto Domain Inc.	2011/C336	2011-2016
CSS (St. Lucia) Limited	2011/C337	2012-2016
Canadian Global Investment (St. Lucia) Ltd.	2011/C339	2011-2016
IETV Inc.	2011/C340	2011-2016
F&T Upscale Furnishing Inc.	2011/C342	2011-2016
Metropolitan Delivery Caribbean Ltd.	2011/C344	2011-2016
Profiles St. Lucia Ltd	2011/C346	2011-2016
The Electrical Engineering Experts Inc.	2011/C348	2011-2016
Excel Business Management Inc.	2011/C349	2011-2016
Kenty's Discount Depot Incorporate	2011/C351	2011-2016
Precision Building Inc.	2011/C352	2011-2016
JC Williams Group Ltd.	2011/C353	2011-2016
Twinkle Stories Inc.	2011/C356	2011-2016
Gold Kings Ltd.	2011/C358	2011-2016
Control Technologies and Certified Electrical Services Ltd.	2011/C360	2011-2016
Signature Homes Limited	2011/C361	2011-2016
United Grocers Inc.	2011/C362	2012-2016
Valley Basket Inc.	2011/C363	2012-2016
E&M Mclorren Networking Ministries International Incorporated	2011/C364	2011-2016
SCJ International Incorporated	2011/C365	2011-2016
The Food Of 7 Inc.	2011/C366	2011-2016

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Registrar

REGISTRY OF COMPANIES AND INTELLECTUAL PROPERTY

*Companies Act, Cap. 13.01
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Name of Company	Company Number	Years In Default
Caribbean Financial Systems Consultancy Ltd.	2011/C197	2012-2016
Toddles Inc.	2011/C198	2013-2016
Cellucian Ltd.	2011/C199	2013-2016
Surveying Solutions Limited	2011/C201	2011-2016
Asset Portfolio and Consultancy (AP and C) Services Ltd.	2011/C202	2011-2016
Motor Sports Facilities (St. Lucia) Inc.	2011/C203	2011-2016
UrDesign Timber Homes (St. Lucia) Ltd.	2011/C204	2011-2016
Harlequin Air Limited	2011/C206	2015-2016
TMC Lorren Enterprises Ltd.	2011/C207	2011-2016
Clear Ocean Technology Inc.	2011/C209	2011-2016
A Hipp Service Ltd.	2011/C210	2011-2016
Elm Investments Ltd.	2011/C211	2014-2016
Do Something World (St. Lucia) Inc.	2011/C212	2011-2016
Kay-Dee Inc.	2011/C213	2012-2016
Tisi General Services Limited	2011/C215	2013-2016
Children's Literacy Action Programme Inc. (CLAP)	2011/C216	2011-2016
Alpro Construction Inc.	2011/C217	2011-2016
BN Holdings Inc.	2011/C218	2011-2016
Just For Spot Inc.	2011/C219	2012-2016
L.J.A. Construction Limited	2011/C220	2013-2016
Premiere Island Contractors Ltd.	2011/C221	2011-2016

Blanchard's Customs & Freight Services Inc.	2011/C222	2011-2016
DD R Group Of Companies Inc.	2011/C223	2011-2016
Sachael Management Services	2011/C224	2012-2016
Caribbean Mermaid Inc.	2011/C225	2011-2016
Caesar's Sport Book Inc.	2011/C226	2011-2016
Maintenance Furniture & Construction Ltd.	2011/C228	2011-2016
Good Standing Agency Inc.	2011/C230	2012-2016
Champion St. Lucia Inc.	2011/C231	2012-2016

Name of Company	Company Number	Years in Default
Franjack Inc.	2011/C233	2015-2016
M.P's Manufacturing Limited	2011/C234	2011-2016
Mount Zion Church of God Seventh Day Incorporated	2011/C239	2015-2016
RSH Institute Inc.	2011/C241	2013-2016
Harlequin St. Lucia Property Limited	2011/C242	2015- 2016
Telatini Imports Ltd.	2011/C246	2011-2016
Cyan Fitness Ltd.	2011/C247	2011-2016
Bicycle World Inc.	2011/C248	2011-2016
BB Properties Ltd.	2011/C249	2011-2016
C.S. Construction Inc.	2011/C250	2014-2016
West Undies Packaging (WINPACK) Inc.	2011/C253	2011-2016
Prio's Sea Adventures Inc.	2011/C254	2011-2016
West Indies Plastics (WINPACK) Inc.	2011/C255	2011-2016
VS Limited	2011/C256	2012-2016
Feree Ridge Development	2011/C257	2011-2016
Emagine Solutions Inc.	2011/C 258	2016
Air Tropics Limited	2011/C259	2011-2016
Colby Enterprise Inc.	2011/C260	2011-2016
Global Education Corporation	2011/C261	2013-2016
Ellickson Caribbean Ltd.	2011/C262	2011-2016
Mega Contracting Inc.	2011/C 263	2016
BMCO Group Inc.	2011/C264	2016
Dannion Group Ltd.	2011/C266	2011-2016
Rainsaver Ltd.	2011/C267	2011-2016
Porteon Caribbean Limited	2011/C269	2011-2016
Rainwater Harvesting Technologies Ltd.	2011/C270	2011-2016
Tabby Lamb Design Studio Inc.	2011/C271	2012-2016
St. Helen's University Inc.	2011/C274	2014-2016
Caribbean Guest Supplies	2011/C275	2011-2016
St. Lucia Limited		

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Name of Company	Company Number	Years In Default
Infinite Horizon Inc.	2011/C110	2011-2016
Formula Sun Leisure Corp.	2011/C111	2015-2016
Cotter Holdings Inc.	2011/C112	2015-2016
Quality Ground Provision Ltd	2011/C114	2011-2016
Gap Medics Ltd.	2011/C116	2011-2016
Acuna-Matata Ltd.	2011/C117	2011-2016
Wingz-n- Tingz Ltd.	2011/C121	2015-2016
Golden Crown Fast Food Inc.	2011/C122	2015-2016
Youth With a Mission Inc.	2011/C124	2011-2016
Royale Holdings Incorporated	2011/C125	2011-2016
Atlantic Shipping Limited	2011/C126	2011-2016
Wingz-n-Tingz Ltd.	2011/C121	2016
Hot Sports Auto Rentals	2011/C127	2015-2016
SYCS Management Limited	2011/C129	2011-2016
North Star St. Lucia Wind Inc.	2011/C131	2011-2016
EMO Inc.	2011/C133	2011-2016
Caribbean Educational Activities Center Limited	2011/C134	2011-2016
Bamboo Springs Bottled Water Ltd.	2011/C137	2015-2016
Business Environment Energy & Quality Inc.	2011/C138	2011-2016

M & J Enterprises Ltd.	2011/C140	2014-2016
DL Fish Supplies Limited	2011/C142	2011-2016
Prestige Insurance Ltd.	2011/C143	2015-2016
Rainforest Expeditions Inc.	2011/C144	2016
Cornwall Ltd.	2011/C145	2011-2016
Island Home Care Services Ltd.	2011/C146	2011-2016
Samsarati Spa Ltd	2011/C147	2011-2016
Pom Kanel Limited	2011/C148	2011-2016
Sunshine Scoters Sales & Rentals Limited	2011/C152	2011-2016
Mammy Lorde, Inc.	2011/C153	2011-2016
Big H Construction Ltd.	2011/C154	2012-2016
Kai Nous Inc.	2011/C155	2011-2016
Caribbean Forensic Services Incorporated	2011/C156	2011-2016
Waterfront Development Ltd.	2011/C157	2014-2016
Tanzanite Heights Development Limited	2011/C160	2014-2016
Access Finance Limited	2011/C161	2011-2016
Fortville Inn Limited	2011/C163	2011-2016
St. Lucia Agricultural Trading Company Inc.	2011/C164	2011-2016
Quality Farms Limited	2011/C165	2011-2016
Flash International Ltd.	2011/C166	2011-2016
Jayven Limited	2011/C169	2011-2016
Muslim Society Of St. Lucia Limited	2011/C170	2011-2016
Doreen Ventures Inc.	2011/C171	2012-2016
Temptation Perfumes and Cosmetics Inc.	2011/C172	2011-2016
West Indies Chopper Ltd	2011/C173	2011-2016
Reel Ruch Inc.	2011/C175	2011-2016
Food Center St. Lucia Ltd.	2011/ C177	2016
Hubert Daniel Construction Ltd.	2011/C178	2011-2016
My Dream Wedding Inc.	2011/C180	2011-2016
Carr Management Group Inc.	2011/C181	2011-2016
E&T Enterprise Ltd.	2011/C182	2011-2016
Edward 4 Education Incorporated	2011/C183	2011-2016
Yorke Select Security (YSS) Inc.	2011/C185	2011-2016
Lyndsay's Holdings & Investments Ltd.	2011/C189	2012-2016
Skeeterz Rum Bar Grill Inc.	2011/C190	2011-2016
ABN Ltd.	2011/C192	2011-2016
The Volger Group Ltd.	2011/C193	2012-2016
St. Lucia Agricultural Holding Company Ltd.	2011/C194	2011-2016
Captain Mike's Bar & Grill Ltd.	2011/C195	2012-2016
Life Inc.	2011/C196	2011-2016

The Registry of Companies and Intellectual Property encourages all companies registered under the Act to comply with their obligation to file returns annually to avoid being struck off the Register for non-compliance.

The information published herein represents the records at the Registry of Companies as at November 10th 2017.

Peronia J.K. Browne
Registrar.

REGISTRY OF COMPANIES AND INTELLECTUAL PROPERTY

Companies Act, Cap. 13.01
Revised Laws of St. Lucia

PURSUANT TO section 194 of Companies Act of Saint Lucia, the following companies are reminded of their obligation to file annual returns by April 1st in each year in the prescribed form made up to 31st December of the preceding year and accompanied with the prescribed fees. The companies are further asked to take note of section 519 (1) (a) of the Act which gives the Registrar the authority to strike off the Register a company which fails to send a return as required by the Act.

Name of Company	Company Number	Years In Default
Island Trading Co. Ltd.	2011/C026	2011-2016
Bicar and Sons Building and Road Contracting Service Limited	2011/C027	2012-2016
La Bonne Baguette Ltd.	2011/C028	2011-2016
Mabouya Valley Development Corporation	2011/C029	2011-2016
Rock The Vote (St. Lucia) Ltd.	2011/C032	2011-2016
Rentertainment Inc.	2011/C031	2011-2016
S&G Enterprises Ltd.	2011/C034	2011-2016
Caribbean Public Finance Association (CAPFA) Inc.	2011/C038	2011-2016
Wolff Productions Ltd.	2011/C039	2011-2016
Chem Tech Ltd.	2011/C040	2012-2016
Three Brothers Construction Limited	2011/C041	2011-2016
Myet Enterprise Limited	2011/C042	2011-2016
Flex Superior Graphics Inc.	2011/C044	2011-2016
Milano Diamond Gallery Inc.	2011/C046	2011-2016
Sainted Software Inc.	2011/C047	2011-2016
Seashell Consulting Inc.	2011/C048	2011-2016
Prime Spec Ventures Limited	2011/C050	2011-2016
Sunshine Holdings Limited	2011/C051	2011-2016
The Trust For Management Of Rivers Inc.	2011/C052	2011-2016

Future Spec Ventures Limited	2011/C053	2011-2016
E-tog Inc.	2011/C055	2011-2016
Peaceful Mind (PM) Ltd.	2011/C056	2011-2016
J.Q. Insurance Inc.	2011/C057	2013-2016
Eastern Caribbean Copyright Licensing Association, Inc.	2011/C058	2011-2016
Jaz 6 Limited	2011/C065	2015-2016
Northwave Limited	2011/ C060	2014-2016
Turbulence Auto Sport Limited	2011/C066	2012-2016
Daleo International (St. Lucia) Inc.	2011/C067	2011-2016
Aylon Corporate Services Limited	2011/C069	2011-2016
B B Construction Company Limited	2011/C070	2015-2016

Name of Company	Company Number	Years in Default
JP Trading Limited	2011/C071	2015-2016
Ferguson's Premium Security Services Ltd.	2011/C072	2011-2016
Retirement-In-Paradise Inc.	2011/C074	2011-2016
Dynamic Commodities Ltd.	2011/C075	2011-2016
Island Interactive Ltd.	2011/C077	2015-2016
Jones International Ltd.	2011/C078	2011-2016
First Insurers Brokers Limited	2011/079	2011-2016
St. Lucia Tennis Association Inc.	2011/C081	2011-2016
Millennium Farms Inc.	2011/C082	2011-2016
Skema Atlantic University Inc.	2011/C083	2011-2016
MYB Incorporated	2011/C085	2011-2016
Harbor View Incorporated	2011/C088	2011-2016
Preventive Security Agency Ltd.	2011/C089	2011-2016
The Banana Plantation View Ltd.	2011/C090	2011-2016
Lain Trading Corporation	2011/C091	2011-2016
Wire Network Developments (St Lucia) Limited	2011/C092	2011-2016
Phoenix Star Ltd.	2011/C093	2011-2016
Lewis Villa Limited	2011/C094	2012-2016
L'cheapo Internet Café Inc.	2011/C095	2011-2016
International PGA Limited	2011/C096	2011-2016
In Tandem Inc.	2011/C097	2011-2016
Tombstone Inc.	2011/C098	2011-2016
Rainbow Falls Inc.	2011/C099	2011-2016
Reliable Tool Rentals & Repair Services Ltd.	2011/C100	2011-2016
Island Medical Supplies Ltd.	2011/C101	2011-2016
North Star Belle Vue (St. Lucia) Ltd.	2011/C132	2011-2016
Betstone (St. Lucia) Limited	2011/C106	2012-2016
Josalt Productions Ltd.	2011/C107	2011-2016

Tajue Properties Ltd.	2011/C108	2013-2016
Dabscomms Ltd.	2011/C109	2011-2016

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Peronia J.K. Browne
Registrar.

REGISTRY OF COMPANIES AND INTELLECTUAL PROPERTY

Companies Act, Cap. 13.01
Revised Laws of St. Lucia

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Name of Company	Company Number	Years In Default
Professional Horse Riding Inc.	2010/C255	2010-2016
EKAL Financial Ltd.	2010/C257	2011-2016
Optimum Group Company Ltd.	2010/C258	2010-2016
CyNor Ltd.	2010/C263	2010-2016
Cesar Inc.	2010/C264	2010-2016
DARHEN Enterprise Incorporated	2010/C265	2010-2016
D Lincs Company Ltd.	2010/C267	2010-2016
Regis & Regis Scanning Bureau Ltd.	2010/C269	2010-2016
Eugene Brothers Enterprises Ltd.	2010/C270	2010-2016
Secregates Inc.	2010/C272	2013-2016
Zur Distribution Company Ltd.	2010/C275	2012-2016
Caribbean Internet Advertising Corporation	2010/C276	2012-2016
Star Island Trading Co. Ltd.	2010/C277	2012-2016
Caribbean Bargain International Company Limited	2010/C278	2015-2016
Stardol Holdings Inc.	2010/C280	2010-2016
H.R.C. Enterprises Inc.	2010/C282	2010-2016

MPC 820 Inc.	2010/C283	2011-2016
Goodview Inc.	2010/C285	2010-2016
Newgate Property Inc.	2010/C286	2015-2016
BJ's Building Trimmings Ltd.	2010/C289	2010-2016
Battery Solutions And Supplies Ltd.	2010/C290	2010-2016
Belle Plaine Estate Ltd.	2010/C292	2010-2016
Transac Global Limited	2010/C293	2014-2016
Naiela Caribbean Luxury Inc.	2010/C295	2011-2016
Garry's Taxi & Car Rental Service Limited	2010/C296	2010-2016
A.J. Ferdinand and Associates Ltd.	2010/C298	2010-2016
Cyril & Neville Steel Bending & Construction Ltd.	2010/C299	2010-2016
Star Food Inc.	2010/C301	2012-2016

Name of Company	Company Number	Years in Default
Delant Construction (St. Lucia) Ltd.	2011/C002	2012-2016
Southern Hemisphere Property Developers Limited	2011/C003	2011-2016
Zayne Inc.	2011/C004	2011-2016
Windward Seafood & Fish International Ltd.	2011/C005	2011-2016
Fillco Construction Ltd.	2011/C006	2015-2016
Global Language Construction Limited	2011/C007	2011-2016
K&M Design and Construction Limited	2011/C008	2011-2016
T.C. Investments Incorporated	2011/C012	2011-2016
All Nations Construction Company Ltd.	2011/C014	2011-2016
Mechanical & Civil Contracting	2011/C015	2012-2016
Carpe Diem Construction And Consultancy Service Inc.	2011/C016	2015-2016
D & H Supplies Inc.	2011/C017	2011-2016
Saxon Homes Ltd.	2011/C018	2011-2016
Caribsea View Property Inc.	2011/C020	2015-2016
City and Suburb Contractors Inc.	2011/C022	2011-2016
Cyprian L Chastanet & Associates Inc.	2011/C023	2011-2016
Lesmond Houses Lumber & Supplies Ltd.	2011/C024	2011-2016
The Community Supermarket Limited	2011/C025	2015-2016

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Peronia J.K. Browne
Registrar.

REGISTRY OF COMPANIES AND INTELLECTUAL PROPERTY

Companies Act, Cap. 13:01
Revised Laws of St. Lucia

PURSUANT TO section 194 of Companies Act of Saint Lucia, the following companies are reminded of their obligation to file annual returns by April 1st in each year in the prescribed form made up to 31st December of the preceding year and accompanied with the prescribed fees. The companies are further asked to take note of section 519 (1) (a) of the Act which gives the Registrar the authority to strike off the Register a company which fails to send a return as required by the Act.

Name of Company	Company Number	Years In Default
Green Planet Recycling Inc.	2010/C172	2010-2016
N.R.P. Tours Inc.	2010/ C175	2013-2016
East Caribbean Nuclear Medicine Inc.	2010/C176	2012-2016
Quality Streets Inc.	2010/C178	2010-2016
R. & V. Machines Works Ltd.	2010/C179	2010-2016
Sibling International Investment LLC Ltd.	2010/C180	2010-2016
Aspire Solutions Ltd.	2010/C181	2010-2016
Lifestyle Kitchens/Bathroom Ltd.	2010/C182	2010-2016
South Fm Incorporated	2010/ C 183	2014-2016
The Bug Store Company Limited	2010/C185	2010-2016
Metro-Amarna Design-Building Partnership Ltd.	2010/C186	2012-2016
Rise and Shine Investment Limited	2010/C187	2010-2016
Metro-Amarna Design-Build Partnership Ltd.	2010/C188	2010-2016
Integrated Health Services (St. Lucia) Inc.	2010/C190	2010-2016
Zion Train Inc.	2010/C192	2010-2016
Solar Energy Service Company Ltd	2010/C193	2010-2016
Insights Management Inc.	2010/C194	2012-2016
J&M Distributors Inc.	2010/C195	2012-2016

La Terrasse Inc.	2010/C196	2014-2016
Omega Medical Service Limited	2010/C197	2010-2016
Halpern Cowan (St. Lucia)	2010/C198	2011-2016
Dr Freezers Ice Cream Parlor and Fast Foods Limited	2010/C199	2012-2016
Chichips Auto Rentals Ltd.	2010/C200	2010-2016
Digital Connections Saint Lucia Inc.	2010/C201	2012-2016
Touch of Gold Inc.	2010/C208	2010-2016
Jewels Handpainted Incorporated	2010/C209	2010-2016
Unique Meats Ltd.	2010C210	2010-2016
K&M Business Solutions Incorporated	2010/C212	2010-2016
International Gaming Investments Corporation (St. Lucia) Inc	2010/C213	2010-2016
Whispers Inc.	2010/C214	2010-2016
Imperial Protection Services Inc.	2010/C215	2010-2016

Name of Company	Company Number	Years in Default
Newman Monroe Group Inc.	2010/C216	2010-2016
Admiral's Sales & Rental Inc.	2010/C217	2010-2016
Ice Group Leisure Ltd.	2010/C218	2010-2016
Signpro Multiservice Inc.	2010/C221	2010-2016
Beholder Security Inc.	2010/C222	2010-2016
Purple Traders Caribbean Limited	2010/C224	2010-2016
Bienvenue Inc.	2010/ C225	2014-2016
Blink Consultancy Inc.	2010/C226	2010-2016
Epoc Consulting Inc.	2010/C229	2010-2016
Transit TV Inc.	2010/C231	2012-2016
The Kasbah Group, Inc.	2010/C232	2010-2016
S&B Agro Ltd.	2010/C233	2015-2016
United Producers Limited	2010/C234	2010-2016
V-Mutay Enterprises Inc.	2010/236	2010-2016
Beausejour Hill Ltd.	2010/C237	2011-2016
Authentic Design & Brands Inc.	2010/C240	2010-2016
Caribbean Moving Image Company	2010/C242	2010-2016
Feed & Flour Mills St. Lucia Inc.	2010/C244	2010-2016
Denney Filling Station Inc.	2010/C246	2012-2016
JBS School Of Cosmology Inc.	2010/C247	2010-2016
Bay View Villa Limited	2010/C250	2011-2016
International Linguistic and Tourisms	2010/C251	2010-2016
Sweet Orange Ltd.	2010/C254	2012-2016

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Peronia J.K. Browne
Registrar.

*NATIONAL UTILITIES REGULATORY
COMMISSION*

REQUEST FOR PROPOSALS

THE National Utilities Regulatory Commission(NURC) request proposals from suitably qualified individuals and firms to:

**AUDIT ITS ACCOUNTS FOR THE PERIOD
2017-2019**

Background

The National Utilities Regulatory Commission(NURC) is responsible for Regulating the Water, Electricity and Sewerage Services in Saint Lucia. The Commission was established under the National Utilities Regulatory Commission Act No. 3 of 2016.

Section (32) of the Act, mandates that the Commission shall within three months after the end of each financial year have its accounts audited annually by an independent auditor appointed by the Commission. The auditor shall conduct the audit in accordance with generally international auditing standards and provide the Commission with an audited financial statement and a report on the financial statement.

The financial year of the Commission commences on the 1st January and ends on the 31st December in each year.

Objectives and Scope of the Audit

1. To examine and evaluate the financial statements of the NURC and provide an opinion as to whether the financial statements present fairly in all material respects, the financial position of the NURC in accordance with International Financial Reporting Standards.
2. The Auditors shall submit a management letter after the completion of the audit, in which the Auditors will:

- i. Identify specific deficiencies or areas of weakness in the systems and controls and make recommendations for their improvement;
- ii. Examine on a test basis, the appropriateness of supporting documents, records and books of accounts relating to the operations of the NURC;
- iii. Report on any matters that come to the auditor's attention during the audit that might have significant impact on the work of the organization;

Eligibility/Selection Criteria

The Auditor or firm must meet the following eligibility requirements:

- ◆ The auditing firm/auditor is required to possess professional qualifications and relevant experience in the related field;
- ◆ The auditing firm/auditor must be a member of the national accounting or auditing body or association and have a valid practicing certificate;
- ◆ The auditing firm/auditor must have suitable knowledge or experience with audits of a regulatory and/or statutory agency.

The auditing firm/auditor shall provide to the Commission, CV's of the relevant personnel who will undertake the audit as well as appropriate details of the type of audits conducted, indicating capability and capacity to carry out these audits.

Proposal Submission

All proposals should reach the Commission on or before Friday December 8th, 2017. Proposals can be emailed to info@nurc.org.lc or mailed to:

Mr. Jerome Jules
Chief Executive Officer
National Utilities Regulatory Commission
PO Box CP 6307
Conway Post Office
Castries
Saint Lucia

The Commission reserves the right to reject any and all proposals submitted.

MR. JEROME JULES
Chief Executive Officer

SAINT LUCIA:

**EASTERN CARIBBEAN SUPREME COURT
COURT OF APPEAL**

NOTICE OF SITTING

TAKE NOTICE that the Court of Appeal sitting for the Territory of the Virgin Islands, will be held in Saint Lucia at the Territory of the Virgin Islands Commercial Division situate at the Renham Building, No. 2 William Perter Boulevard, Castries during the week commencing Monday 20th November 2017 at 9 o'clock in the forenoon to Friday 24th November 2017.

Dated this 6th day of November 2017



**MICHELLE JOHN-THEOBALDS
CHIEF REGISTRAR**



*Saint Lucia Bureau of Standards***NEW STANDARDS ADOPTED**

THE public is hereby notified that the following standards have been adopted as Saint Lucia National Standards.

Adopted as Voluntary National Standards

- SLNS 93: 2015 - Specification for Energy Efficiency Labelling of Air Conditioners
- SLNS 52: 2015 (2nd Edition) Specification for Hollow Concrete Blocks
- Specification for Standard Hollow Concrete Blocks (1st Edition) be withdrawn as obsolete and superseded.
- SLNS 28: 2015 (2nd Edition) Specification for Labelling of Retail Packages of Pesticides and Other Toxic Chemicals
- SLNS 28: 1997 Specification for Labelling of Retail Packages of Pesticides and Other Toxic Chemicals be withdrawn as obsolete and superseded.
- SLNS 15: 2015 (2nd Edition) Specification for Soap Bars
- SLNS 15: 1992 Specification for Toilet Soap and Laundry Soap be withdrawn as obsolete and superseded.
- SLNS/ISO 19011: 2011 Guidelines for Auditing Management Systems.
- SLNS/ISO 19011: 2002 Guidelines for Quality System and/or Environmental Management Systems Auditing be withdrawn as superseded and obsolete.
- SLNS 31: 2015 (2nd Revision) Specification for Poultry and Poultry Products
- SLNS 31: 1997 Specification for Whole Chicken (Eviscerated) and Chicken Parts be withdrawn as obsolete and superseded.
- SLNS 61: 2015 (2nd Edition) Specification for Grades of Waternuts.
- SLNS 61: 2001 Specification for Waternuts be withdrawn as obsolete and superseded.
- SLNS 55: 2015 (2nd Edition) Specification for Grades of Watermelons.
- SLNS 55: 2001 Specification for Watermelon be withdrawn as obsolete and superseded.
- SLNS 101: 2015 (1st Edition) Specification for Grades of Tannia.
- SLNS 103: 2015 (1st Edition) Specification for Grades of Yam.
- SLNS 106: 2015 Specification for Grades of Sweet Potato.
- SLNS 39: 2015 (2nd Edition) Specification for Grades of Dasheen.
- SLNS 39: 2001 Specification for Dasheen be withdrawn as obsolete and superseded.
- SLNS 99: 2015 Specification for Honey

Copies of the above mentioned standards can be purchased from the offices of the Saint Lucia Bureau of Standards, Bisee Industrial Estate.

MR. THOMAS EDMUND
Chairman
Saint Lucia Standards Council

October 25, 2017

SAINT LUCIA

DECLARATION OF ACQUISITION PURSUANT TO SECTION 3 OF THE
LAND ACQUISITION ORDINANCE (CHAPTER 5.04)

and

IN THE MATTER of a Declaration by the Governor General acting on the advice of Cabinet that a Parcel of land situate at Rodney Bay, Quarter of Gros Islet in the island of Saint Lucia is likely to be acquired for a public purpose.

DECLARATION OF ACQUISITION OF LAND

Whereas, it is enacted by Section 3 of the Land Acquisition Ordinance Chapter 5.04 that if the Governor General acting on the advice of Cabinet considers that any land should be acquired for a public purpose, she may cause a Declaration to that effect to be made;

And Whereas, it is considered by the Governor General acting on the advice of Cabinet that the lands mentioned and described in the Schedule hereto should be acquired for a public purpose to wit: **Touristic Development**

Now Therefore, it is hereby declared by the Governor General acting in accordance with the advice of Cabinet, that upon the Second Publication of this Declaration in the Gazette, the lands mentioned in the schedule hereto shall be vested absolutely for a public purpose to wit: **Touristic Development**

SCHEDULE 1

All that piece of land being Block 1255B Parcel 227 situated at Rodney Bay, in the Quarter of Gros Islet belonging to Modern Continental Enterprise Ltd. is bounded as follows:-

North : By Block 1255B Parcel 223
South : By Block 1254B Parcel 445
East : By Block 1255B Parcel 226
West : By Block 1254B Parcel 445

The whole measuring approximately 0.02 Hectares.

SCHEDULE 2

All that piece of land being Block 1255B Parcel 231 situated at Rodney Bay, in the Quarter of Gros Islet belonging to Modern Continental Enterprise Ltd. is bounded as follows:-

North : By Block 1254B Parcel 1400
South : By Block 1254B Parcel 1400
East : By Block 1255B Parcel 230 and
By Block 1254B Parcel 4
West : By Block 1254B Parcel 1400

The whole measuring approximately 0.10 Hectares.

SCHEDULE 3

All that piece of land being Block 1255B Parcel 353 situated at Rodney Bay, in the Quarter of Gros Islet belonging to Modern Continental Enterprise Ltd. is bounded as follows:-

North : By Block 1255B Parcels 730, 220, 186, 185 and 165

- South : By Block 1255B Parcels 229 and 230
East : By Block 1255B Parcels 189, 190, 191, 801, 735, 736 and 798
West : By Block 1255B Parcels 220, 219, 738, 186, 185, 165 and Block 1254B 1400

The whole measuring approximately 0.02 Hectares.

SCHEDULE 4

All that piece of land being Block 1255B Parcel 704 situated at Rodney Bay, in the Quarter of Gros Islet belonging to Modern Continental Enterprise Ltd. is bounded as follows:-

- North : By Block 1255B Parcel 135
South : By Block 1255B Parcels 737, 186, 185, 165 and 136
East : By Block 1255B Parcels 185, 165 and 136
West : By Block 1255B Parcel 135 and 730

The whole measuring approximately 0.19 Hectares.

SCHEDULE 5

All that piece of land being Block 1255B Parcel 728 situated at Rodney Bay, in the Quarter of Gros Islet belonging to Modern Continental Enterprise Ltd. is bounded as follows:-

- North : By Block 1255B Parcel 730
South : By Block 1255B Parcel 730
East : By Block 1255B Parcel 730
West : By Block 1255B Parcel 730

The whole measuring approximately 0.65 Hectares.

SCHEDULE 6

All that piece of land being Block 1255B Parcel 729 situated at Rodney Bay, in the Quarter of Gros Islet belonging to Modern Continental Enterprise Ltd. is bounded as follows:-

- North : By Block 1255B Parcel 730
South : By Block 1254B Parcel 1400
East : By Block 1254B Parcel 1400 and
By Block 1255B Parcel 730
West : By Block 1255B Parcel 730 and
By Block 1254B Parcel 1400

The whole measuring approximately 0.65 Hectares.

SCHEDULE 7

All that piece of land being Block 1255B Parcel 730 situated at Rodney Bay, in the Quarter of Gros Islet belonging to Modern Continental Enterprise Ltd. is bounded as follows:-

- North : By Sea
South : By Block 1254B Parcel 1400 and

By Block 1054B Parcel 10
East : By Block 1255B Parcels 234, 135, 704, 737, 219, 220 and 729
West : By Sea

The whole measuring approximately 22.96 Hectares.

SCHEDULE 8

All that piece of land being Block 1255B Parcel 755 situated at Rodney Bay, in the Quarter of Gros Islet belonging to Modern Continental Enterprise Ltd. is bounded as follows:-

North : By Block 1255B Parcels 195, 183, 363, and 754
South : By Block 1255B Parcels 214, 198, 747 and 745
East : By Block 1255B Parcels 747, 745 and 746
West : By Road , Block 1255B Parcels 190, 195 and 783

Undemarcated Boundary

Together with any other easements which may be necessary.

Dated this 8th day of November, 2017.

Benjamin Emmanuel
Secretary to the Cabinet

[Second Publication]

SAINT LUCIA

IN THE MATTER of the Land Acquisition Ordinance Chapter 5.04.

and

IN THE MATTER of a Notification by the Governor General, acting on the advice of Cabinet that part of certain parcels of land situate at Corinth in the Quarter of Gros Islet in the island of Saint Lucia are likely to be acquired for a public purpose.

NOTIFICATION

WHEREAS, it is enacted by Section 4 of the Land Acquisition Ordinance Chapter 5.04 that if it appears to the Governor General acting on the advice of Cabinet that any land is likely to be required for a public purpose and it is necessary to make a preliminary survey or other investigation of the lands she may cause a Notification to that effect to be published in the Gazette;

AND WHEREAS it is considered by the Governor General acting on the advice of Cabinet that part of certain parcels of land situate at Corinth in the Quarter of Gros Islet is likely to be required for a public purpose to wit: **Widening of the Corinth Bypass Road**

NOW THEREFORE, it is hereby notified by the Governor General acting in accordance with the advice of Cabinet, that part of certain parcels of land mentioned in the schedule hereto is likely to be required for a public purpose to wit: **Widening of the Corinth Bypass Road**

SCHEDULE

The parcels likely to be acquired to facilitate **Widening of the Corinth Bypass Road** is as follows Block and Parcel:-

BLOCK & PARCELS	OWNERSHIP
1258B 431 & 1475	Corinth Developers Ltd.
1258B 367	Brian and Sandra John

Together with any other easements which may be necessary.

Dated this 2nd day of November, 2017.

Benjamin Emmanuel
Secretary to the Cabinet

[Second Publication]

REGISTRAR'S NOTICE TO CREDITORS
THE EASTERN CARIBBEAN SUPREME COURT
IN THE HIGH COURT OF JUSTICE
(CIVIL)

CLAIM NO.: SLUHCV 2010/0295

BETWEEN:

1ST NATIONAL BANK ST. LUCIA LIMITED

Claimant

and

AARON SAMUEL

Defendant

Sale of 18th January, 2017

Creditors are hereby notified to file their oppositions, or claims and vouchers in the Registry of the High Court within eight (8) days from the date of the publication of this notice in the Saint Lucia Gazette.

Property Sold:-

SCHEDULE

BLOCK 1627B PARCEL 434

All that piece or parcel of land registered in the Land Registry (Saint Lucia) as Block 1627B Parcel 434 measuring 0.11 Hectares in extent more or less and situate in the Quarter of Micoud in Saint Lucia and bounded as follows:

NORTH partly by Block 1627B Parcel 446 and partly by Parcel 436 by an unmarked parcel;

SOUTH partly by Block 1627B Parcel 436 and partly by Block 1627B Parcel 435;

EAST by Block 1627B Parcel 436, and

WEST by Block 1627B Parcels 365, 366, 446 and 435; or howsoever the same may be bounded together with all appurtenances and dependencies thereof.

TITLE: Deed of Sale by (1) Zecharious Samuel and (2) Francillia Samuel to Aaron G. Samuel executed before Nicholas Jn Baptiste, Notary Royal on the 5th day of December, 2004 and registered at the Registry of Lands (Saint Lucia) on the 10th day of December, 2004 as Instrument No. 5975/2004.

Registrar of the High Court

Registrar's Office
Castries,
SAINT LUCIA

THE EASTERN CARIBBEAN SUPREME COURT
IN THE HIGH COURT OF JUSTICE
(Civil)

SAINT LUCIA

Claim No.: SLUHCV2017/0518

BETWEEN: BANK OF SAINT LUCIA LIMITED
of Bridge Street, Castries, Saint Lucia

Claimant

and

(1) ZACCHARIE AIMABLE
(2) ALICE AIMABLE
of Corinth, Gros Islet, Saint Lucia

Defendants

NOTICE OF PROCEEDINGS

TO: (1) ZACCHARIE AIMABLE and (2) ALICE AIMABLE whose last known address was Corinth, in the Quarter of Gros Islet, in the State of Saint Lucia.

TAKE NOTICE that an action has been commenced against you in the High Court of Justice (Saint Lucia) in CLAIM NO.:SLUHCV2017/0518 by BANK OF SAINT LUCIA LIMITED in which the Claimant claims sums due by virtue of your breach of certain credit facilities.

PURSUANT TO the CPR Rule 5.13 service of the Claim Form in this action is being effected on you by this advertisement in two (2) consecutive issues of a local newspaper circulating in Saint Lucia and two (2) consecutive issues of the Official Gazette. If you desire to defend the said action you must within 14 days of the last publication of this advertisement file an acknowledgement of service at the Registry of the High Court of Justice in the City of Castries, and within 28 days file a Defence.

IN DEFAULT OF such acknowledgment Judgment may be entered in your absence.

A COPY of the Claim Form can be obtained at the High Court Office on the 1st Floor of the La Place Carenage Building, Jeremie Street, Castries, Saint Lucia or at the Chambers of GORDON, GORDON & CO., 10 Manoel Street, Castries, Saint Lucia.

Dated: This 18th day of October, 2017.

GORDON, GORDON & CO
Per: Leslie P.K. Prospere
Legal Practitioner for the Claimant

This document is presented for filing by GORDON, GORDON & CO., Legal Practitioners for the Claimant whose address for service is 10 Manoel Street, Castries, Tel: (758) 452 2311; Fax: (758) 453 1377 or Email: lprospere_gordonsol@candw.lc. The court office is on the 1st Floor of the La Place Carenage Building, Castries, Saint Lucia telephone number 468 7500. The office is open between 9:00 a.m. and 2:00 p.m. on Monday to Thursday and between 9:00 a.m. to 3:00 p.m. on Fridays except public holidays.

[First Publication]

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

SAINT LUCIA

Claim No.: SLUHCV2017/0528

BETWEEN: BANK OF SAINT LUCIA LIMITED
Bridge Street, Castries, Saint Lucia

Claimant

and

CAROL RICHARDSON
of Sunny Acres, Castries, Saint Lucia

Defendant

NOTICE OF PROCEEDINGS

TO: CAROL RICHARDSON whose last known address was Sunny Acres, in the Quarter of Castries, in the State of Saint Lucia.

TAKE NOTICE that an action has been commenced against you in the High Court of Justice (Saint Lucia) in CLAIM NO.:SLUHCV2017/0528 by BANK OF SAINT LUCIA LIMITED in which the Claimant claims sums due by virtue of your breach of certain credit facilities.

PURSUANT TO the CPR Rule 5.13 service of the Claim Form in this action is being effected on you by this advertisement in two (2) consecutive issues of a local newspaper circulating in Saint Lucia and two (2) consecutive issues of the Official Gazette. If you desire to defend the said action you must within 14 days of the last publication of this advertisement file an acknowledgement of service at the Registry of the High Court of Justice in the City of Castries, and within 28 days file a Defence.

IN DEFAULT OF such acknowledgment Judgment may be entered in your absence.

A COPY of the Claim Form can be obtained at the High Court Office on the 1st Floor of the La Place Carenage Building, Jeremie Street, Castries, Saint Lucia or at the Chambers of GORDON, GORDON & CO., 10 Manoel Street, Castries, Saint Lucia.

Dated: This 18th day of October, 2017.

GORDON, GORDON & CO
Per: Leslie P. K. Prospere
Legal Practitioner for the Claimant

This document is presented for filing by GORDON, GORDON & CO., Legal Practitioners for the Claimant whose address for service is 10 Manoel Street, Castries, Tel: (758) 452 2311; Fax: (758) 453 1377 or Email: lprospere_gordonsol@candw.lc. The court office is on the 1st Floor of the La Place Carenage Building, Castries, Saint Lucia telephone number 468 7500. The office is open between 9:00 a.m. and 2:00 p.m. on Monday to Thursday and between 9:00 a.m. to 3:00 p.m. on Fridays except public holidays.

[First Publication]

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

SAINT LUCIA

CLAIM NO. SLUHCV2010/1141

BETWEEN:

BANK OF SAINT LUCIA LIMITED

Judgment Creditors

and

(1) DU BOULAY BUILDING SUPPLIES INC.
(2) DESMOND DU BOULAY

Judgment Debtors

NOTICE

TO: - (1) DU BOULAY BUILDING SUPPLIES INC., a company having its registered office at La Perle in the Quarter of Soufriere and (2) DESMOND DU BOULAY whose last known address was La Perle in the Quarter of Soufriere.

TAKE NOTICE that Judgment of Admission has been granted against you in the High Court of Justice, Saint Lucia in favour of BANK OF SAINT LUCIA LIMITED.

PURSUANT to the CPR Rule 5.13, service of the said Judgment is being effected on you by this advertisement in two consecutive issues of a local newspaper circulating in Saint Lucia and two consecutive issues of the Official Gazette.

A COPY of the Judgment can be obtained at the High Court Office at La Place Carenage, Jeremie Street, Castries, Saint Lucia or at the Chambers of Deterville, Thomas & Co., 99 Chaussee Road, Castries, Saint Lucia.

Dated this 8th day of November, 2017.

DETERVILLE, THOMAS & CO.
Per: Cleopatra McDonald
Legal Practitioners for the Judgment Creditor

This document is filed on behalf of the First Judgment Creditor whose address for service is: Deterville, Thomas & Co., Chambers, 99 Chaussee Road, Castries, Saint Lucia. Telephone No. (758)452-1152, at Fax: (758)453-0766 or at E-mail address contact@detervillethomas.com. The Court Office is situated at La Place Carenage, Jeremie Street, Castries, Saint Lucia and can be contacted at telephone (758)468-7500, Fax: (758)468-7543, or at E-mail: stluhco@eccourts.org. The Court Office is open between 9:00 am and 2:00 pm on Mondays to Thursdays and 9:00 am to 3:00 pm on Fridays except public holidays.

[First Publication]

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

SAINT LUCIA

CLAIM NO. SLUHCV2007/0669

BETWEEN:

FIRST CARIBBEAN FINANCE CORPORATION (LEEWARD
& WINDWARD) LIMITED

and

Judgment Creditor

1. WILLIAM MORTLEY
2. JULIA MORTLEY

Judgment Debtors

NOTICE

TO: - WILLIAM MORTLEY and JULIA MORTLEY whose last known address was Reduit Park, Quarter of Gros Islet in the State of Saint Lucia.

TAKE NOTICE that in the captioned action instituted against you in the High Court of Justice, Saint Lucia, Writ of Execution against Immovable Property has been filed against you on 4th August, 2017 in the sum of \$439,653.88 together with interest on the principal balance at the rate of 14% per annum from 7th May 2008 to date of payment and costs in the sum of \$2,660.50 for the seizure and sale of land registered in the Land Registry of Saint Lucia as Block 0441B Parcel 1.

AND SERVICE of the Writ of Execution against Immovable Property is being effected upon you by advertisement in two (2) consecutive issues of a local newspaper circulating in Saint Lucia and in the Saint Lucia Gazette.

A COPY of Writ of Execution against Immovable Property can be obtained at the High Court Office on the 1st Floor of the La Place Carenage Building, Jeremie Street, Castries, Saint Lucia or at the Chambers of McNamara & Co. situated at 20 Micoud Street, Castries, Saint Lucia.

Dated this 10th day of November, 2017.

CHARON GARDNER
Sheriff of the High Court

The Court Office is at La Place Carenage, Jeremie Street, Castries, Saint Lucia, Telephone No. (758) 468-7500, Fax (758) 468 7543, The Office is open between 9:00 a.m. and 2:00 p.m. on Mondays to Thursdays and 9:00 a.m. to 3:00 p.m. on Fridays except public holidays. The Office can also be contacted via Email stluhco@eccourts.org.

[First Publication]

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

SAINT LUCIA

CLAIM NO. SLUHCV2017/0401

BETWEEN:

SIMONE ESNARD Qua Administratrix
of the Estate of the late JULIA JULES

Applicant

and

1. IONA JOHN, Fond Assou
2. LINOR JOHN, Fond Assou
3. ETTY DUMAS as Administratrix
of the Estate of LUMINA JOHN
Castries

Defendants

BEFORE: - Her Ladyship, the Honourable Justice Kimberly Cenac-Phulgence
(A JUDGE IN CHAMBERS)

TO: - (1) IONA JOHN, Fond Assou (2) LINOR JOHN, Fond Assou (3) ETTY DUMAS as Administratrix of the Estate of LUMINA JOHN, Castries

NOTICE

TAKE NOTICE that the Applicant SIMONE ESNARD Qua Administratrix of the Estate of the late JULIA JULES has filed an Application against you for partition of five (5/9) ninths share in and to property known as Block 1446B Parcel 122, in Suit No. SLUHCV2017/0401.

AND IT HAS BEEN ORDERED that service of the Application in this action be effected on you by advertisement in two (2) consecutive issues of the Official Saint Lucia Gazette and in two (2) consecutive issues of a Newspaper circulating in Saint Lucia.

Acknowledgment of Service must be filed within 42 days from the date of the last publication.

BY THE COURT

CHARON GARDNER
Registrar

THIS NOTICE was filed by ALBERTON RICHELIEU CHAMBERS whose address for service is #46 St. Louis Street, Castries Saint Lucia and whose e-mail address is richelieuassoc@gmail.com Tel: (758) 452-4515 Fax (758) 458-2514. The Court Office is at La Place Carenage, Jeremie Street in the City of Castries, Telephone No. (758) 468-7500, Fax (758) 468 7543, The Office is open between 9:00 a.m. and 2:00 p.m. on Mondays to Thursdays and 9:00 a.m. to 3:00 p.m. on Fridays except public holidays. The Office can also be contacted via Email stluhco@eccourts.org.

[Second Publication]

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

SAINT LUCIA

CLAIM NO. SLUHCV2017/0388

BETWEEN:

ROYAL BANK OF CANADA
formerly RBTT BANK CARIBBEAN LIMITED

Claimant

and

MARCELLE S. JOHNSON
aka MARCELLE JOHNSON

Defendant

TO: - MARCELLE S. JOHNSON aka MARCELLE JOHNSON whose last known address was Massade, Gros Islet.

TAKE NOTICE that in the captioned action instituted against you in the High Court of Justice Saint Lucia, Judgment has been entered against you on 5th October, 2017 in the sum of \$159,903.47 together with interest on the principal balance of \$148,995.94 at the rate of 7.25% per annum or \$29.60 daily from 29th September, 2017 to date of payment.

AND service of the Judgment is being effected upon you by advertisement in two (2) consecutive issues of a local newspaper circulating in Saint Lucia and in the Saint Lucia Gazette.

A COPY of the Judgment can be obtained at the High Court Office La Place Carenage, Jeremie Street, Castries, Saint Lucia or at the Chambers of McNamara & Co., 20 Micoud Street, Castries.

Dated: This 17th day of October, 2017.

McNAMARA & CO
Per: Zinaida C. McNamara
Legal Practitioners for the Claimant

The Claimant's Address for Service is : McNamara & Co., Chambers, 20 Micoud Street, Castries, Saint Lucia. Telephone (758) 452-2662, Fax (758) 452-3885, Email: mcnamara.co@candw.lc. This Court Office is at La Place Carenage, Jeremie Street, Castries, Saint Lucia telephone number 468-7500, Fax: 468-7543. The Office is open between 9:00 am and 2:00 pm on Monday to Friday except public holidays. The Office can also be contacted via E-mail: stluhco@eccourts.org.

[Second Publication]

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

SAINT LUCIA

CLAIM NO. SLUHCV2015/0190

BETWEEN:

PLANTATION BEACH PROPRIETORS UNIT PLAN NO. 83/02

Claimant

and

JUNIOR SCARLETT

Defendant

NOTICE

TO: - JUNIOR SCARLETT whose last known address was Villa No. 50, Cotton Bay Resort, Cas En Bas, quarter of Gros Islet, Saint Lucia.

TAKE NOTICE that on the 12th day of June 2017, a Notice of Application to Fix Upset Price was filed in the High Court of Justice (Saint Lucia) by the Claimant, Plantation Beach Proprietors Unit Plan No. 83/02.

SERVICE PURSUANT TO Rule 5.13 CPR 2000 of the Notice of Application to Fix Upset Price in this action will be effected on you by advertisement in two publications in a newspaper circulating in Saint Lucia and 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 Tuesday 21st November 2017 at the High Court of Justice, La Place Carenage, Jeremie Street, in the City of Castries at 9 o'clock in the forenoon.

A COPY of the Notice of Application to Fix Upset Price can be obtained at the High Court Office, La Place Carenage, Jeremie Street, Castries, Saint Lucia telephone Number 468-7500, Fax 468-7543, or email stluhco@eccourts.org. The office is open between 9:00 a.m. and 2:00 p.m. on Mondays to Thursdays and between 9:00 a.m. to 3:00 p.m. on Fridays except public holidays

THE Notice of Application can also be viewed and/or copies of same can be obtained from the offices of Floissac Fleming & Associates, Cnr. Brazil & Mongiraud Streets, Castries, Saint Lucia, Telephone number (758)452-2887, Fax Number (758)453-1496 or Email: info@floissaclawyers.com. The office is open between 8:30 a.m. and 4:30 p.m. on Mondays to Fridays except public holidays.

Dated this 3rd day of November, 2017.

FLOISSAC FLEMING & ASSOCIATES

*Per: Sardia Cenac-Prospere
Legal Practitioners for the Claimant*

This Notice is filed by Floissac Fleming & Associates, Solicitors for the Claimant, Cnr Brazil & Mongiraud Streets, Castries, Saint Lucia. Telephone 452-2887/452-3250, Fax 453-1496, Email: info@floissaclawyers.com. The Court Office is at La Place Carenage, Jeremie Street, Castries, Saint Lucia telephone number 468-7500, Fax: 468-7543, E-mail: stluhco@eccourts.org. The Court Office is open between 9:00 am and 2:00 pm on Monday to Thursday and between 9:00 am to 3:00 pm on Fridays except public holidays.

[Second Publication]

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

SAINT LUCIA

CLAIM NO. SLUHMT2017/0164

BETWEEN:

STEPHEN FEVRIER

Claimant

and

ADELIA GEMMA GILLIAH FEVRIER *nee* MOONIE

Defendant

TO: - ADELIA GEMMA GILLIAH FEVRIER *nee* MOONIE whose last known address is Anse Ger, Quarter of Micoud, Saint Lucia.

NOTICE

TAKE NOTICE that Divorce Proceedings have commenced against you in the High Court of justice Saint Lucia No. SLUHMT2017/0164 by STEPHEN FEVRIER in which he seeks a Divorce.

AND PURSUANT TO Part 5.13 of the CPR 2000 service of the Notice of the Petition in this action on you is being effected by this advertisement in two consecutive issues of the local Newspaper circulating in Saint Lucia and two consecutive issues of the Official Gazette.

THE PETITION can be viewed at the High Court Office at La Place Carenage, Jeremie Street, Castries, Saint Lucia or at the Chambers of Shillingford, Slack & Associates, 1st Floor Bourbon House, Bourbon Street, Castries, Saint Lucia.

YOU MUST within 28 days of the last publication of this advertisement enter an Acknowledgement of Service.

IN DEFAULT of such Acknowledgement the Petitioner will be entitled to proceed with the Divorce Proceedings.

Dated this 2nd day of November, 2017.

SHILLINGFORD SLACK & ASSOCIATES

Per: Beryl A. George

Presented for filing by: SHILLINGFORD SLACK & ASSOCIATES, Chambers, Bourbon Street, Castries. Tel: 459-0597, Email: georgeb@candw.lc. The Court Office is at La Place Carenage, Jeremie Street, Castries, Saint Lucia telephone number 468-7500, Fax: 468-7543. The Court Office is open between 9:00 am and 2:00 pm on Monday to Thursday and between 9:00 am to 3:00 pm on Fridays except public holidays. The Office can also be contacted via E-mail: stluhco@eccourts.org.

[Second Publication]