

STATUTORY INSTRUMENTS

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

No. 109 of 2019 — Invest Saint Lucia (Bongalo, Laborie) Vesting Order

No. 110 of 2019 — Legal Profession (Eligibility) (Stephen Wayne Corrington) Order

PUBLIC SERVICE COMMISSION

THE Public Service Commission has approved the following in the Public Service

ACTING APPOINTMENT:

Attorney General's Chambers

3. Ms Stephie Stacia Anderson, Secretary I, Ministry of Home Affairs, Justice and National Security (Department of Home Affairs and National Security – Police), as Secretary II, Attorney General's Chambers (Legal Services), for the period April 16, 2019 to June 19, 2019, vice Ms Nakisha Norralie Haynes who has been appointed to act in a higher post.
4. Ms Aurelia Evans, Secretary IV, as Assistant Accountant II, for the period April 1, 2019 to September 30, 2019, vice Mrs Rufina Wells-Jean Paul who is on suspension.
5. Mrs Sophia Pelage-David, Secretary II, Ministry of Education, Innovation, Gender Relations and Sustainable Development (Department of Education, Innovation and Gender Relations – School Supervision), as Secretary III, for the period April 01, 2019 to September 30, 2019, as a replacement for Ms Aurelia Evans who has been appointed to act in a higher post.
6. Ms Andrea Hippolyte, Secretary IV, as Assistant Registrar, (Registry of Companies and Intellectual Property), for the period April 26, 2019 to July 29, 2019.
7. Ms Cindie Lisbeth Dorius, Secretary III, (Registry of Companies and Intellectual Property), as Secretary IV, for the period April 26, 2019 to July 29, 2019, vice Ms Andrea Hippolyte who has been appointed to act in a higher post.
8. Mrs Ruthy Alcide-St Clair, Clerk III, Public Service Commission, as Secretary III, (Registry of Companies and Intellectual Property), for the period April 26, 2019 to May 21, 2019, vice Ms Cindie Lisbeth Dorius who has been appointed to act in a higher post.
9. Ms Tricia Ria Aldonza, Secretary II, Ministry of Education, Innovation, Gender Relations and Sustainable Development (Department of Education, Innovation and Gender Relations), as Secretary III,

(Registry of Companies and Intellectual Property), for the period May 22, 2019 to July 29, 2019, vice Ms Cindie Lisbeth Dorius who has been appointed to act in a higher post.

Ministry of Finance, Economic Growth, Job Creation, External Affairs and Public Service

1. His Excellency, the Governor General has approved the acting appointment of Mrs Anita Montoute, Deputy Comptroller of Customs, as Comptroller of Customs, (Department of Finance – Customs and Excise), for the period April 1, 2019 to September 30, 2019.
2. Ms Malaika Adonis, Executive Officer, Ministry of Home Affairs, Justice and National Security (Department of Justice – Registry of the Supreme Court), as Stock Verifier, (Department of Finance – Financial Administration), for the period February 25, 2019 to August 30, 2019, vice Ms Sherma Janelle Joseph who has been appointed to act in a higher post.
3. His Excellency, the Governor General has approved the acting appointment of Mr Marlon Narcisse, Chief ICT Officer, (Department of Public Service – Public Sector Modernization, Project Management), as Director of Public Sector Modernization, (Department of Public Service – Public Sector Modernization), for the period April 1, 2019 to October 2, 2019.
4. Ms Zena Amy Robinson, Receptionist I, (Department of Finance – General Support Services), as Clerk I, (Department of Finance – Human Resource Management), for the period April 15, 2019 to May 3, 2019, vice Ms Mary James who has proceeded on vacation leave.
5. Mrs Adela Frederick, Debt and Investments Officer III, as Assistant Director of Debt and Investment, (Department of Finance – Debt and Investment Management), for the period April 1, 2019 to September 30, 2019.
6. Mr Liam Francis, Debt and Investments Officer I, as Debt and Investments Officer II, (Department of Finance – Debt and Investment Management), for the period April 1, 2019 to September 30, 2019, as a replacement for Mrs Adela Frederick who has been appointed to act in a higher post.

7. Mrs Shania A Laurencin, Assistant Debt and Investments Officer II, as Debt and Investments Officer I, (Department of Finance – Debt and Investment Management), for the period April 1, 2019 to September 30, 2019, vice Mr Liam Francis who has been appointed to act in a higher post.
8. His Excellency, the Governor General has approved the acting appointment of Mrs Nadia Melissa Wells-Hyacinth, Chief Economist, Ministry of Economic Development, Housing, Urban Renewal, Transport and Civil Aviation (Department of Economic Development, Transport and Civil Aviation – National Development Unit), as Director of Financial Administration, (Department of Finance – Programme Administration), for the period March 18, 2019 to September 17, 2019, vice Mr Francis Fontenelle who has been granted leave of absence.
9. Mrs Lana La Force, Procurement Officer II, (Department of Finance – Office of the Budget), as Facility Management Officer II, (Department of Finance – General Support Services), for the period April 15, 2019 to April 30 2019, vice Ms Kimberly Greenidge who will be proceeding on vacation leave.
10. Mrs Wences Joseph-Leonce, Administrative Secretary, (Department of Finance – Financial Administration Unit), as Procurement Officer I, (Department of Finance – Office of the Budget), for the period April 15, 2019 to April 30, 2019, as a replacement for Mrs Lana La Force who has been appointed to act in another post.
33. Mrs Sherma Alexander-Gustave, Assistant Accountant II, as Accountant I, (Department of Finance – Accountant General's), for the period April 15, 2019 to May 3, 2019, vice Ms Melissa Tenna Joseph who has proceeded on vacation leave.
34. Ms Keturah Antonia Combie, Assistant Accountant I, as Assistant Accountant II, (Department of Finance – Accountant General's), for the period April 15, 2019 to May 3, 2019, vice Mrs Sherma Alexander-Gustave who has been appointed to act in a higher post.
35. Ms Tricia Anne Esteva, Accounts Clerk III, as Assistant Accountant I, (Department of Finance – Accountant General's), for the period April 15, 2019 to May 3, 2019, vice Ms Keturah Antonia Combie who has been appointed to act in a higher post.
36. Ms Nakia Brittney Mathurin, Accounts Clerk I, as Accounts Clerk II, (Department of Finance – Accountant General's), for the period April 15, 2019 to May 3, 2019, as a replacement for Ms Tricia Anne Esteva who has been appointed to act in a higher post.
37. Ms Lesley Ann Modeste, Senior Tax Inspector II, as Senior Tax Inspector III, (Department of Finance – Inland Revenue), for the period March 6, 2019 to April 5, 2019, vice Mr Wayne Quinlan who has been granted sick leave.
38. Mrs Tessa Amanda Biroo-Naitrum, Senior Tax Inspector I, as Senior Tax Inspector II, (Department of Finance – Inland Revenue), for the period March 6, 2019 to April 5, 2019, vice Ms Lesley Ann Modeste who has been appointed to act in a higher post.
39. Mrs Renatta St Remy, Tax Inspector III, as Senior Tax Inspector I, (Department of Finance – Inland Revenue), for the period March 6, 2019 to April 5, 2019, vice Mrs Tessa Amanda Biroo-Naitrum who has been appointed to act in a higher post.
40. Ms Salina Charles, Tax Officer I, as Tax Inspector II, (Department of Finance – Inland Revenue), for the period March 6, 2019 to April 5, 2019, as a replacement for Mrs Renatta St Remy who has been appointed to act in a higher post.
41. Mrs Mary Prospere, Secretary III, Teaching Service Commission, as Secretary IV, (Department of Finance – Customs and Excise), for the period March 28, 2019 to April 14, 2019, vice Ms Angelin Remy who has proceeded on vacation leave.
42. Mrs Charlene Willie-Philip, Secretary III, Ministry of Agriculture, Fisheries, Physical Planning, Natural Resources and Co-operatives (Department of Physical Planning – Land Registry), as Secretary IV, (Department of Finance – Customs and Excise), for the period April 15, 2019 to April 29, 2019, vice Ms Angelin Remy who has proceeded on vacation leave.
43. Ms Laverna Paula Charlery, Secretary IV, Ministry of Economic Development, Housing, Urban Renewal, Transport and Civil Aviation (Department of Economic Development, Transport and Civil Aviation – Statistics), as Administrative Secretary, (Department of Finance – Accountant General's), for the period April 15, 2019 to October 07, 2019.
44. Ms Ivaline Abbot, Accounts Clerk I, as Accounts Clerk II, (Department of Finance – Accountant General's), for the period April 11, 2019 to August 12, 2019, vice Mr Sixtus Charlemagne who has been appointed to act in a higher post.
45. Mrs Anne Gaston-Hunte, Postal Executive I, as Assistant Accountant I, (Department of Finance – Postal Services), for the period April 29, 2019 to June 30, 2019, vice Ms Natasha Lynch who has been appointed to act in a higher post.
46. Ms Yana Polius, Accounts Clerk III, as Postal Executive I, (Department of Finance – Postal Services), for the period April 29, 2019 to June 30, 2019, vice Mrs Anne Gaston-Hunte who has been appointed to act in a higher post.
47. Ms Janique Edward, Accounts Clerk II, Ministry of Infrastructure, Ports, Energy and Labour (Department of Infrastructure, Ports and Energy), as Accounts Clerk III, (Department of Finance – Postal

Services), for the period April 29, 2019 to June 30, 2019, vice Ms Yana Polius who has been appointed to act in a higher post.

48. Mr Dale Joseph, Accountant II, (Department of Finance – Customs and Excise), as Accountant III, (Department of External Affairs), for the period April 22, 2019 to October 21, 2019, vice Mrs Germa Inglis-Alfred who has been appointed to act in a higher post.
49. Mrs Kasheema Nadeige Sweeney, Cooperatives Officer I, Ministry of Agriculture, Fisheries, Physical Planning, Natural Resources and Co-operatives (Department of Agriculture, Fisheries, Natural Resources and Co-operatives), as Tax Inspector III, (Department of Finance – Inland Revenue), for the period April 22, 2019 to October 31, 2019, vice Mrs Jeavon Heather Yarde-Howell who has been appointed to act in a higher post.
50. Mr Glen Victor Simon, Information Officer III, Ministry of Health and Wellness (Education and Communication), as Communications Officer/Specialist III, (Department of Finance – National Competitiveness and Productivity Unit), for the period May 01, 2019 to July 31, 2019.
51. Ms Nicole Curlin Jn Jacques, Assistant Budget Director, (Department of Finance – Office of the Budget), as Deputy Director - Administration, (Department of Finance – Corporate Office), for the period April 29, 2019 to May 31, 2019, vice Mrs Philomene St Clair who will be proceeding on vacation leave.
52. Mr Marvin Lionel Hutchinson, Economist II, to the post of Economist III, (Department of Finance – Research and Policy), for the period May 2, 2019 to October 30, 2019.
53. Ms Catherine Nicholas, Human Resource Officer III, (Department of Finance – Accountant General's), as Assistant Comptroller, (Department of Finance – Inland Revenue), for the period May 1, 2019 to August 1, 2019, vice Mrs Silka Tobias who has been appointed to act in a higher post.
54. Mrs Yasmine Reynolds-Lambert, Administrative Assistant, Ministry of Youth Development and Sports, as Human Resource Officer II, (Department of Finance – Accountant General's), for the period May 1, 2019 to August 1, 2019, as a replacement for Ms Catherine Nicholas who has been appointed to act in a higher post.

Office of the Director of Audit

1. Mr Kolyn Calderon, Office Assistant I, as Audit Clerk I, for the period April 1, 2019 to May 31, 2019, vice Mr Delroy Fontenelle who has been granted study leave.

Ministry of Infrastructure, Ports, Energy and Labour

1. His Excellency, the Governor General has approved the acting appointment of Mr Calvin Conrad Lee, Financial Analyst, as Deputy Permanent Secretary, (Department of Infrastructure, Ports and Energy), for the period February 25, 2019 to August 30, 2019.
2. Ms Suzette Lewis, Commerce and Industry Officer III, Ministry of Commerce, International Trade, Investment, Enterprise Development and Consumer Affairs (Trade Promotion), as Financial Analyst, (Department of Infrastructure, Ports and Energy – Budgeting), for the period February 25, 2019 to August 30, 2019, vice Mr Calvin Conrad Lee who has been appointed to act in a higher post.
3. Ms Willina Estaphane, Technician II, as Engineering Assistant I, (Department of Infrastructure, Ports and Energy), for the period March 25, 2019 to May 30, 2019, vice Mr Herwin Joseph who has proceeded on vacation leave.
4. Ms Lydia Glasgow, Civil Engineer III, as Deputy Chief Engineer, (Department of Infrastructure, Ports and Energy – Technical Unit), for the period May 8, 2019 to June 28, 2019, on contract, subject to such terms and conditions as may be agreed upon with the Government of Saint Lucia, vice Mr Len Robertson Leon who has proceeded on vacation leave.
5. Ms Natalie Popovic, Civil Engineer II, as Civil Engineer III (Department of Infrastructure, Ports and Energy – Technical Unit), for the period May 8, 2019 to June 28, 2019, on contract, subject to such terms and conditions as may be agreed upon with the Government of Saint Lucia, vice Ms Lydia Glasgow who has been appointed to act in a higher post.
6. Ms Dalia Phillip, Agricultural Officer IV, Ministry of Agriculture, Fisheries, Physical Planning, Natural Resources and Co-operatives (Department of Agriculture, Fisheries, Natural Resources and Co-operatives), as Senior Occupational Safety and Health Officer, (Department of Labour – Occupational Safety and Health), for the period April 9, 2019 to October 9, 2019.
7. Ms Lotty Prospere, Engineering Assistant III, as Superintendent of Works, (Department of Infrastructure, Ports and Energy), for the period for the period April 1, 2019 to September 30, 2019, vice Mr Al-Dean Louis-Fernand who has been appointed to act in a higher post.
8. Mr Orville Faucher, Technician II, as Engineering Assistant I, (Department of Infrastructure, Ports and Energy), for the period for the period April 1, 2019 to September 30, 2019, as a replacement for Ms Lotty Prospere who has been appointed to act in a higher post.

VACANCY NOTICES



JOB AND PERSON SPECIFICATION

Job Title: Head of Learning and Organisational Development
Division Human Resources and Facilities Management Division
Grade: F
Reports To: Director of Human Resources and Facilities Management

General Information

THE Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the association's 53 member governments in advancing democracy, development and respect for diversity. The Secretariat is headed by the Secretary-General who, as the Chief Executive of the organisation, is responsible and accountable for overall leadership, management and delivery.

The People Management Strategy sets out the Secretariat's goals as having: the best people; inspirational leaders; an innovative performance culture; sustainable benefits and rewards; a supportive and enabling environment; and effective and efficient use of people analytics.

The HR function is expected to continuously seek to align the Secretariat's people capacity with its mission, capabilities and changing mandates to ensure that it delivers its strategic and operational outcomes. In addition, the HR Team develops and implements HR management policies, procedures and practices suitable for a modern international organization, taking into account the Secretariat's needs and best practice.

Job summary

The post-holder will establish and develop a best practice Learning and Organisational Development function. This will include leading on the design and implementation of a learning and development strategy, commissioning and/or delivering internal learning events, carrying out learning needs and skills assessments, developing competency frameworks, embedding performance management and introducing management and leadership development interventions and programmes. The post-holder will also work in collaboration with other HR colleagues to support employee engagement initiatives.

Job Description

Learning and Development

- ◆ Lead on the design and implementation of a learning and development strategy to support and enhance organisational and individual performance
- ◆ Design and facilitate in-house learning events, courses and workshops, commissioning external expertise where necessary
- ◆ Develop coaching, mentoring, and secondment schemes to support staff development
- ◆ Support managers and leaders to identify and meet current and future individual, team and organisational learning needs
- ◆ Collaborate with colleagues within and outside of HR to develop corporate induction materials and deliver regular corporate induction events
- ◆ Manage, develop and promote use of an organisational e-learning platform, including sourcing and/or developing learning content
- ◆ Advocate the value of investment in staff learning and development and influence senior managers to support effective approaches to learning and development
- ◆ Design and implement learning evaluation reports and metrics
- ◆ Coordinate planning, induction and learning requirements for the Young Professionals Development Programmes, collaborating with key stakeholders on managing and evaluating the success of the programme.

Organisational Development

- ◆ Lead on the design of competency frameworks to set performance and behavioural requirements, including expectations of managers, to underpin all stages of the talent management lifecycle
- ◆ Develop and implement an organisational wide skills audit and gap analysis to maximise use of existing skills and resources and strengthen organisational agility
- ◆ Lead the development of a performance management system that supports continuous learning, and ensures that managers are skilled, equipped and supported to fulfil their obligations in managing performance and developing staff effectively
- ◆ Collaborate with other divisions, in particular the Strategy, Portfolio, Partnerships and Digital Division to ensure that individual performance management plans support strategic and project based outcomes

- ◆ Develop creative approaches to talent management and succession planning in collaboration with HR colleagues, taking into account the Secretariat's project based delivery plans and staff rotation policies
- ◆ Work in collaboration with other HR colleagues and internal communications to deliver employee engagement initiatives and action plans

Other

- ◆ Manage, motivate and develop a Learning and Development Officer
- ◆ Participate in and/or manage assigned projects as directed and required by the Director of Human Resources and Facilities Management.
- ◆ Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- ◆ Performs any other duties as may be required from time to time.

PERSON SPECIFICATION

Education:

A first degree in any subject and a post-graduate qualification in human resources management, learning and development, organisational development, organisational psychology or other disciplines relevant to the post.

Full membership/accreditation of a nationally recognised professional human resources body such as CIPD. or equivalent experience.

Desirable:

Professional qualification or practitioner accreditation in organisational development, organisational design, coaching or facilitation skills.

Experience and knowledge:

In line with practice in similar international organisations, at least ten years' progressively senior experience in human resources, organisational development or learning and development roles.

Experience of managing a learning and development and/or organisational development function or team.

Experience of commissioning, designing, delivering and evaluating learning and development programmes.

Experience of developing and implementing effective performance management systems and competency frameworks.

Experience of carrying out learning needs analysis and skills analysis.

Experience of effective application of change management theories and management of cultural change.

Evidence of applying current best practise in the commissioning and design of management and leadership development programmes.

Evidence of successful use of OD tools and techniques to increase organisational effectiveness.

Evidence of acting as an effective facilitator at all levels in the workplace.

Evidence of effective advocacy of the value of learning and development and organisational development in enhancing individual and organisational performance.

Experience of effective working in international and multi-cultural work environments.

Competencies

Respect for Diversity

Works effectively with people from all backgrounds.

Treats all people with dignity and respect. Treats men and women equally.

Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.

Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.

Challenges others to rectify biases in behaviour, systems & process

Communication and interpersonal

Ensures information is communicated to and from the top level and filtered through the appropriate channels

Communicates and explains complex issues to a wide range of audiences, selecting the most effective medium

Uses persuasion to guide and advise senior stakeholders

Planning & Analysis

Effectively assesses and advises on major programmes / activities at a divisional level

Balances focus in order to deliver both Commonwealth Secretariat and member states' goals

Ability to interpret incomplete and/or ambiguous information

Effectively analyses and assesses new or uncertain critical situations

Adapting and Innovating

Identifies opportunities to improve Commonwealth Secretariat structures, processes and/ or outputs, and influences others towards those goals

Identifies with and considers member states' perspective and directs initiatives aimed at improving the services provided to them

Adhering to Principles & Values

Sets example and embodies Commonwealth Secretariat principles and values

Demonstrably protects the reputation of the Commonwealth Secretariat

Interprets and implements Commonwealth Secretariat principles and values

Leadership & Development

Mentors a number of employees at a senior level

Recognises the talent in the Commonwealth Secretariat, seeking to develop, support, and grow it

Directs the energy of the organisation towards a common goal

Provides an example to others by demonstrating moral courage in the face of challenging circumstances

Head of Learning and Organisational Development,
Human Resources and Facilities Management
Division

**APPLICATION GUIDELINES –
COMMONWEALTH SECRETARIAT
HEADQUARTERS**

THE job description and person specification detail information on the division/unit, and the educational qualifications, experience and competencies required for the post. A summary of the terms and conditions for this post is also made available to you.

- ◆ You must be a **national of a Commonwealth Country**. You will be required to provide evidence of this if you are shortlisted for the post.
- ◆ It is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff.
- ◆ All appointments are subject to **satisfactory references**. You will be required to provide details of three referees, one of whom should be your current or most recent employer and one for your employer prior to that, ensuring that you account for the last two years of your employment history in your application. Referees should not be related to you and should be able to give an assessment of your professional abilities as well as your character. The secretariat reserves the right to take up all references including the current employers during the selection process.
- ◆ You will be required to produce evidence of any educational and professional qualifications to support your application on the day of your interview.

- ◆ Salary on appointment is £73,171 per annum. This is subject to the deduction of internal income tax (currently aligned with UK income tax rates) and UK National Insurance contributions (from which overseas-recruited Diplomatic staff members are exempt).
- ◆ The Commonwealth Secretariat's retirement age is 65. You are expected to be able to serve a minimum 3 year term before your retirement age.

If you wish to be considered for this post, please ensure that you submit your **curriculum vitae** together with a **covering letter** setting out your experience and skills in relation to the person specification, competencies and other requirements for the post. Your application should be received no later than **Friday 9 August 2019 at 17:00 BST**.

Applications should be made via our online application system at <http://thecommonwealth.org/jobs>.

Thank you for your interest in working at the Commonwealth Secretariat.

The Recruitment Team
The Commonwealth Secretariat
E-mail: HQ-Recruitment@commonwealth.int

Attorney General's Chambers, Saint Lucia.

THE POST OF CROWN COUNSEL I,

JOB DESCRIPTION

Job Title : Crown Counsel I

Reports To : Solicitor General

Supervises : Secretary IV, III, II, I

Classification : Grade 15

A. RELATIONSHIP AND RESPONSIBILITIES

1. Provision of professional, efficient and ethical legal services to the Government of Saint Lucia in matters related but not limited to the conduct of Civil Litigation, provision of legal advice, drafting and vetting of contracts and other agreements.
2. Works under the direction of and reports to the Solicitor General.
3. Required to respond whenever necessary to the Attorney General, Permanent Secretary and Solicitor General on matters related to work.

B. DUTIES AND TASKS

1. Appears and represents the Government of Saint Lucia in the District Court and the High Court in Constitutional and other civil legal proceedings.
2. Appears in appeals in disciplinary matters involving members of the Public Service.
3. Prepares legal documents to be filed in civil matters.
4. Provides legal advice to all Government Departments and Ministries.
5. Reviews, vets and approves documents for Marriage Licenses and Alien Licenses applications.
6. Prepares petitions and escheat of vacant lands.
7. Prepares and vets Deeds, Contracts and Agreements to which Government is a party.
8. Represents the Office of the Attorney General on various statutory boards and committees.
9. Prepares regular reports on work in progress.
10. Performs such other duties as may be assigned from time to time within the scope of responsibility.

C. CONDITIONS

1. Functions in scheduled travelling post and receives basic travelling and mileage allowance in accordance with approved rates.
2. Required to maintain a motor vehicle for the performance of duties.
3. Suitable office accommodation provided.
4. Salary and leave are in accordance with the terms stipulated in the Estimates of Expenditure, Collective Agreements and Terms and Conditions of Employment.
5. Institutional support is provided through Civil Service Regulations, Statutory Instruments and Agency guidelines.
6. Opportunities exist for career and personal development.
7. The post is non-pensionable.

D. EVALUATION METHODS

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

1. Effective implementation of duties, responsibilities and assignments as defined in the job description.
3. Number of problems investigated and relevance of prescriptions.
4. Attend and participate in internal and external meetings, and other official activities as required.

5. Compliance with and responsiveness to supervision.
6. Compliance with Chambers guidelines and standard operating procedures.
7. Supervisory capabilities and interpersonal skills
8. Ability to work as a member of a team.
9. Punctuality.
10. Professionalism and decorum.

E. SKILLS, KNOWLEDGE AND ABILITIES

1. A sound working knowledge of the Laws of Saint Lucia.
2. A working knowledge of and ability to interpret Legislation, Civil Service Rules and Regulations, Collective Agreement etc.
3. Working knowledge of the Court Procedures
4. Sound knowledge of legal principles, practices and proceedings.
5. Sound knowledge of government procedures and practices.
6. Ability to communicate persuasively and clearly both orally and in writing.
7. Self motivated and proven ability to work well as part of a team.
8. Ability to plan and organize work and prepare concise reports.
9. Ability to analyze issues, make interpretations and sound recommendations.
10. Ability to establish and maintain effective working relationships with associates and the public.

QUALIFICATIONS AND EXPERIENCE

A Bachelor's Degree in Law **and** a Legal Education Certificate or equivalent recognized qualification to practice law in Saint Lucia **plus** at least two (2) years' legal experience.

SALARY AND ALLOWANCES

Salary is at the rate of EC\$65,789.88 per annum, plus the following allowances per annum:

Legal Allowance	\$12,000.00
Telephone	\$291.00

Applications, along with **two written references** and **certified copies** of documents pertaining to qualifications, should be addressed to:

The Secretary
Judicial and Legal Services Commission
2nd Floor, Heraldine Rock Building
The Waterfront
Castries
Saint Lucia, W.I.

To reach him no later than **Monday, 19th August 2019**.

NB: Applications may also be submitted via email to jlsc@eccourts.org. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.

*Eastern Caribbean Supreme Court, Headquarters,
Castries, Saint Lucia.*

POST OF HUMAN RESOURCE OFFICER

JOB DESCRIPTION

JOB TITLE : Human Resource Officer

REPORTS TO : Human Resource Manager

CLASSIFICATION : MPP 3

[1] DUTIES AND RESPONSIBILITIES:

Reporting to the HR Manager, the successful applicant will be required to:

- (a) Assist in the development and delivery of HR services to the Court
- (b) Undertake special HR projects as they are assigned
- (c) Update and develop drafts of job descriptions
- (d) Assist with the implementation of HR policies, practices and procedures
- (e) Ensure employee compliance with the organization's policy and guidelines
- (f) Assist in compilation of job vacancy advertisements, screening of applicants and provision of administrative support for interviews
- (g) Assist with the coordination of the Performance Management System
- (h) Coach and mentor staff where necessary
- (i) Prepare employment contracts, offer and appointment letters

- (j) Research HR issues which are required from time to time
- (k) Co-ordinate social activities and wellness programs
- (l) Assist in the successful execution of employee engagement initiatives
- (m) Assist with training and development initiatives
- (n) Perform any other related duties assigned from time to time

[2] QUALIFICATIONS AND EXPERIENCE:

This position requires a Bachelor's Degree in Management, Human Resource Management, or related field. HR Certification would be an asset. Applicants should also have specialized training in and working knowledge of IT applications for HR Administration, Personnel Management, Industrial Relations, Team Building, Customer Service, Employee Welfare Plans; **plus** a minimum of three (3) years of relevant work experience in a similar environment.

[3] COMPETENCIES AND SKILLS:

The Officer's competencies and skills should include:

- (a) Excellent interpersonal relations
- (b) Excellent communication skills
- (c) Sound judgment and decision-making ability
- (d) Good planning and organization skills
- (e) Knowledge of and ability to interpret relevant labour legislation
- (f) Knowledge of public service procedures and regulations
- (g) Ability to recommend and implement effective HR procedures
- (h) Familiarity with the application of information technology to HR practices
- (i) Emotional intelligence
- (j) Conflict Resolution
- (k) Project Management
- (l) Analysis and Reporting

[4] REMUNERATION:

Salary shall be commensurate with the successful applicant's qualifications and experience.

Application form and cover letter, along with full curriculum vitae, letters of reference from two referees and certified documents pertaining to qualifications, should be submitted under confidential cover to:

The Secretary
Judicial and Legal Services Commission
2nd Floor Heraldine Rock Building
The Waterfront
P.O. Box 1093
Castries
Saint Lucia, West Indies

To reach him no later than **Monday, 19th August 2019**.

NB: Applications may also be submitted via email to jpsc@eccourts.org. Only the candidates with the best qualifications and experience will be shortlisted for interview. Due to the volume of applications, only short-listed candidates will be contacted.

*Ministry of Finance, Economic Growth, Job Creation,
External Affairs and Public Service*

Department of Education, Innovation and Gender
Relations.

POST OF CHIEF EDUCATION OFFICER

A. RELATIONSHIPS AND RESPONSIBILITIES

1. To provide strategic leadership and technical advice in the formulation and coordination of policies and programmes that promote good governance and institutional capacity development; change management initiatives aimed at supporting and enhancing education monitoring and evaluation, quality assurance, planning and management, in accordance with legislation, regulatory requirements and national educational plans.
2. To manage staff and resources to ensure work programmes are implemented in accordance with administrative and legislative requirements and established education management standards and practices.
3. Reports to the Minister on matters relating to the implementation of the Education Act.
4. Liaises with District Education Officers, School Administrators, Teachers, Heads of Departments, Regional and International Organisations on matters relating to work in progress.
5. Reports to the Permanent Secretary, Department of Education, Innovation and Gender Relations.
6. Supervises the Deputy Chief Education Officer (instruction), Education Officers and School Supervision.

B. DUTIES AND TASKS

1. Develops and enhances Administrative Principles and Procedures for the administering of educational institutions; monitoring and evaluating systems, planning framework, performance management and dialogue with stakeholders to improve and stimulate the leadership and management of educational systems, policies and programmes that adequately respond to the needs of schools and other educational institutions.
2. Establishes the work programme for the administration of schools and other educational institutions in line with the Ministry's strategic objectives, through strategic planning, consultation with stakeholders and team members and reviewing key evidence-based reports/ documentation, to enable the determination of targets, milestones and deadlines.
3. Leads and manages assigned staff through target setting, continuous dialogue, mentoring, coaching and assessment of individual staff performance to ensure effective performance management.
4. Initiates curriculum innovation and reform by utilising modernization, reform and change management strategies, collaborating with stakeholders, and process reviews in accordance with the Education Act to enhance education delivery for sustainable improvements in teaching and learning and in support of national development plans.
5. Coordinates and facilitates curriculum development through the design, implementation and evaluation of integrated plans, syllabus reviews and working in collaboration with stakeholders for impact assessment on student learning, teaching and delivery, planning and design to ensure a progressive, cohesive and systemic process for improvements in educational systems.
6. Directs the evaluation of instructional programmes of schools and other educational institutions through the establishment of relevant procedures, policies, legislation and assessment methodologies to ensure adherence to the Education Act and that standards and practices positively impact learning and teaching.
7. Ensures the observance of the Education Act and its supporting regulations made thereunder pertaining to the conduct of schools and other educational institutions by providing guidance and implementing effective governance policies and procedures as required by statutory obligations.
8. Advises the Minister on matters affecting education in the State by conducting evidence-based research, programme and operational reviews to provide guidance on legislation, policy decisions, educational planning and development that support the achievement of national education and learning objectives.

9. Initiates, organises and conducts induction training and development programmes in formulating a systematic support structure for new teachers, designing training modules and proposals, conducting and/or facilitating training, and accessing professional development opportunities; to provide guidance to teachers, attain high quality educational standards, teaching and assessment practice.
10. Develops and directs effective training of professional personnel through the facilitation, coordination and delivery of relevant learning and development programmes for capacity building that foster the growth and success of education administration and the competencies and expertise of educators.
11. Delegates authority to professional staff of the Ministry for administering the systems of education including registration and administration of private schools; through consultation with the Permanent Secretary, utilising set policies, procedures, conducting performance management, training, and providing guidance and support to ensure the effective governance of the educational system and the implementation of work programmes.
12. Ensures the development and implementation of a comprehensive facility inspection and maintenance plan guided by facility maintenance standards, environmental health laws and policies, to permit identification of deficiencies, maintain integrity of buildings and structures for the avoidance of disruption in activities and assurance of a conducive work and educational environment.
13. Ensures the protection of school premises, property and stock through the establishment, assessment and monitoring of safety plans, emergency management and security protocols to facilitate safe and secure teaching and learning environments at public educational institutions.
14. Directs and/or conducts site visits to monitor systems, procedures and conditions within schools and educational institutions by assessing the application of established standards, and preparing relevant reports to document incidents/deficits and implementing approved corrective measures, to foster an enabling environment for teaching and learning.
15. Implements and monitors the budget of the Division by assessing the proposed programmes and collaborating with the Accounting and Finance Unit, to enable access to funds for programme implementation, ensure the effective use of resources and to facilitate early detection and management of budget variations
16. Develops and implements policy guidelines for community use of premises and resources of public educational institutions through research, dialogue and ensuring compliance with rules and regulations, to avoid adverse effects or liabilities.
17. Represents the Department on boards/committees, conferences and meetings at the local, regional and international levels to articulate government's policy position and foster networking and alliances.
18. Supports the review of relevant legislation, policies and procedures through consultation with stakeholders and making recommendations that are constitutionally sound to enable legal reform and decision making.
19. Perform any other job related duties as may be assigned.

C. CONDITIONS

1. Congenial accommodation is provided in a general administrative office.
2. Institutional support is provided through the Constitution of Saint Lucia, Civil Service Rules and Regulations, Departmental Guidelines, Standard Operating Procedures, Finance (Administration) Act and supporting regulations, Estimates of Expenditure and Revenue, Education Act, 1999 and other relevant regulations and policy documents.
3. Opportunities exist for personal development through established orientation and training programmes, as outlined in the Public Service Training and Development Policy.
4. Required to undertake the duties as specified by law in accordance with the Education Act, 1999 to enable the enactment and implementation of the relevant legislation and regulations.
5. Required to work beyond the normal working hours.
6. Required to remain current on practices and developments in education planning, innovation, strategic leadership and management.
7. Required to demonstrate political acuity.
8. Required to maintain integrity, confidentiality and professionalism in the conduct of duties.
9. Required to undertake site visits and inspections at educational institutions.
10. Functions in a scheduled travelling post with travel allowance in accordance with that stipulated in the terms and conditions of employment.
11. Required to own and maintain a motor vehicle for the proper performance of duties and to possess a valid driver's licence.

12. May be required to travel regionally and internationally in the conduct of duties.
13. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment

D. KNOWLEDGE, SKILLS AND ABILITIES

1. Expert knowledge of the structure and function of the education system, the machinery of government and ability to interpret and apply its administrative policies and procedures.
2. Expert knowledge of, and ability to interpret and apply teaching and civil service rules and regulations, departmental guidelines and standard operating procedures, Education Act, 1999 and other relevant regulations and policy documents.
3. Intermediate knowledge of the Pensions Act, the Estimates of Expenditure, Saint Lucia Constitution, Part IV of the Labour Act (Occupational Health and Safety), Finance (Administration) Act and supporting Regulations.
4. Expert knowledge of strategic education planning and management theories, curriculum development and quality assurance in the education system.
5. Expert analytical and conceptualisation skills.
6. Expert leadership and management skills and ability to inspire and motivate staff.
7. Expert interpersonal skills and consistently demonstrates emotional intelligence.
8. Expert negotiation and mediation skills.
9. Expert oral and written communication, listening and presentation skills.
10. Expert business process management, organisational and project management skills.
11. Intermediate level computer literacy skills; with the ability to manipulate software applications such as word processing, spreadsheets, databases and presentation programmes.
12. Ability to effectively develop and maintain working relationships with team members and other stakeholders.
13. Ability to manage time, meet deadlines and remain calm under pressure.
14. Intellectually acute, visionary, innovative and capable of translating ideas into policies.
15. Ability to exercise judgment, diplomacy and impartiality in the execution of duties.

E. EVALUATION METHOD

1. Demonstrated knowledge of the structure and function of the education system, the machinery of government and ability to interpret and apply its administrative policies and procedures.
2. Demonstrated knowledge of, and ability to interpret and apply teaching and civil service rules and regulations, departmental guidelines and standard operating procedures, Education Act, 1999 and other relevant regulations and policy documents.
3. Demonstrated knowledge of the Pensions Act, the Estimates of Expenditure, Saint Lucia Constitution, Part IV of the Labour Act (Occupational Health and Safety) and the Finance (Administration) Act and supporting Regulations.
4. Demonstrated knowledge of and ability to interpret and apply strategic education planning and management theories, curriculum development and quality assurance in the education system.
5. Demonstrated analytical and conceptualisation skills.
6. Demonstrated leadership and management skills.
7. Demonstrated interpersonal skills and emotional intelligence.
8. Demonstrated negotiation and mediation skills.
9. Demonstrated effectiveness of oral and written communication, listening and presentation skills.
10. Demonstrated business process management, organisational and project management skills.
11. Demonstrated computer literacy skills.
12. Demonstrated ability to effectively develop and maintain working relationships with team members and other stakeholders.
13. Demonstrated ability to manage time, meet deadlines and remain calm under pressure.
14. Demonstrated ability to exercise judgement, diplomacy and impartiality in the conduct of duties.
15. Demonstrated intellectual acuity and ability to be visionary and innovative.
16. Demonstrated ability to complete assignments and tasks as defined by performance targets.
17. Demonstrated political acuity.
18. Demonstrated ability to remain current on issues related to education planning, innovation, leadership and management, strategic leadership and management.

19. Demonstrated ability to prepare and submit reports that meet established standards.
20. Demonstrated ability to adapt to organisational change.

F. QUALIFICATIONS AND EXPERIENCE

1. Master’s Degree plus Post Graduate Certificate in Education, Education Planning, Management and Administration or related field, plus four (4) years’ experience in a post at Grade 15 or above or at least five (4) years relevant professional experience. **OR**
2. Bachelor’s Degree plus Post Graduate Diploma in Education, Education Planning, Management and Administration, plus a Certificate in Teacher Education and five (5) years’ experience in a post at Grade 15 or above or at least five (5) years relevant professional experience.

G. SALARY

Salary is at the rate of **EC\$103,194** per annum (Grade 19).

Applications should be made on the prescribed Government of Saint Lucia Employment Application Form, and should be addressed to:

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

To reach her no later than August 9, 2019.

Only suitable candidates will be acknowledged.

Please be advised that candidates who meet the minimum qualifications and experience may not be considered for an interview; the candidates with the best qualifications and experience will be short listed for interviews.

*Ministry of Finance, Economic Growth, Job Creation,
External Affairs and Public Service*

Department of Home Affairs and National Security
(Royal Saint Lucia Police Force)

**POST OF DEPUTY COMMISSIONER
OF POLICE**

A. RESPONSIBILITIES AND RELATIONSHIPS

1. To support the formulation and implementation of the strategic objectives of the national security mandate and to lead, guide and direct the Assistant

Commissioners of Police and sub-ordinate officers in the administration of law enforcement operations and investigative practices; and the promotion of community partnerships to facilitate civil justice and the maintenance of law and order.

2. To lead and manage the Unit and its resources and to drive the implementation of the Unit’s work programme, in accordance with legislative and administrative requirements and police standards, guidelines and procedures.
3. Responds to the Prime Minister, Minister and Permanent Secretary with responsibility for National Security and liaises with the Attorney General’s Chambers, Office of the Governor General, Government and non-governmental agencies, internal and external stakeholders including regional and international agencies.
4. Reports to the Commissioner of Police.
5. Supervises the Assistant Commissioners of Police (Operations, Crime Management, Territorial, Corporate Services and Professional Standards).

B. DUTIES AND TASKS

1. Plans, directs and coordinates the work plan through periodic review and evaluation of methods and procedures for effective formulation and administration of policies on performance management, succession planning, training and development towards attaining the organisation’s goals and objectives.
2. Leads, manages and oversees the work programme of the respective Units through target setting, monitoring and appraisal of individual staff performance, coaching, mentoring and motivating staff to drive productivity and to enable the efficient operations of the Royal Saint Lucia Police Force.
3. Provides advice and guidance in the formulation, development and implementation of policies, strategies, operations and programmes through attending meetings, consultation and dialogue with the Administrative Officer and other relevant personnel to improve the efficiency and effectiveness of the services of the Royal Saint Lucia Police Force.
4. Directs and undertakes research on various law enforcement trends, using research and analysis methodologies, to facilitate the provision of advice to guide policies and for the adoption of best practices in providing policing, law enforcement, investigative and crime preventative services.
5. Collaborates with the Attorney General’s Chambers and other key stakeholders for the provision of legal advice, support in the interpretation of legal situations and recommendations on law enforcement matters to

ensure that the decision-making process, strategies and policies adhere to prevailing statutory, regulatory and legal requirements.

6. Assists in the selection process of the non-gazetted staff of the Royal Saint Lucia Police Force by participating in the process of selecting and making recommendations to the Commissioner of Police to ensure a competent workforce and efficient service delivery.
7. Promotes professional development by identifying training needs and learning programmes, making recommendations and sourcing specialized training for officers through research, networking and liaising with relevant stakeholders to correct deficiencies, improve performance and enhance competency.
8. Supports the development and maintenance of an effective Management Information System by ensuring periodic updates to facilitate electronic access, dissemination and retention of data that is current and relevant for statistical purposes and to guide decision-making.
9. Prepares periodic comprehensive reports on activities of the Royal Saint Lucia Police Force, inclusive of statistics, for the attention of the Commissioner of Police for documentation and accountability to guide policy direction; and to engender the revision, identification and establishment of innovative strategies and mechanisms in attaining the national security objectives.
10. Oversees the Special and Internal Investigations Unit by liaising with the Police Complaints Commission/ Professional Standards Unit to ensure that the proceedings for complaints that are lodged against officers are conducted in accordance with Police Act, Chapter 14.01, the Police Complaints Act and Standing Orders; to ensure compliance, elimination of discrimination and maintenance of the organisation's core values.
11. Assists with the coordination of the annual budgetary process of the RSLPF through collaboration with the office of the Administration Officer and attending budget planning meetings to enable the implementation of the work programme and ensure availability and effective use of resources.
12. Coordinates and participates in the formulation/ enhancement of public relations strategies for the implementation of effective communication, community policing interventions and educational programmes, inclusive of presentation on law enforcement matters, road safety and other related subjects, at school and institutions and to other relevant stakeholders and hosting town hall meetings, to promote awareness and develop strategic community partnerships.
13. Establishes and maintains collaborative relationships locally with other government agencies, professional groups, community groups, National Emergency Management Organisation, other emergency preparedness organisations/groups, Environmental Health and Safety, the media, Labour Department and organizers of national and mass crowd events to ensure adherence to law and order, emergency response and safety of citizens.
14. Represents the Police Commissioner/Royal Saint Lucia Police Force on boards, committees, task forces, meetings, conferences and workshops at the local, regional and international levels to articulate the Government of Saint Lucia's policy position, negotiate on behalf of the Government; and to foster networking and alliances for continuous learning opportunities, sourcing assistance and the maintenance of goodwill.
15. Executes matters of operations delegated by the Commissioner of Police.
16. Assumes the role of the Commissioner of Police in his or her absence to enable continuity in the responsibilities of the Royal Saint Lucia Police Force.
17. Performs any other job-related duties as may be assigned.

C. CONDITIONS

1. Congenial accommodation is provided within a general administrative office.
2. Institutional support is provided through the appropriate Civil Service Regulations, Chapter 14.01, Police Act, Police Complaint Act and Standing Orders, departmental guidelines, Estimates of Expenditure and Revenue, Saint Lucia Constitution, Finance (Administration) Act, Saint Lucia Immigration Act, Collective Agreement and other policy documents.
3. Opportunities exist for personal development and career advancement through established orientation and in-service training, as outlined in the Public Service Training Catalogue.
4. Required to pass the polygraph test.
5. Required to work beyond the normal working hours.
6. Required to exercise a high degree of integrity, confidentiality and professionalism in the conduct of duties.
7. Required to remain current on law enforcement trends and developments.
8. Required to demonstrate a high level of political acuity.
9. Functions in a scheduled travelling post and receives allowances in accordance with that stipulated in the terms and conditions of employment.
10. Required to own and maintain a motor vehicle for the performance of duties.

11. Required to represent the Royal Saint Lucia Police Force and the Government of Saint Lucia regionally and internationally in the conduct of duties.
12. Required to conduct duties in varying locations, inclement weather and erratic situations.
13. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.

D. KNOWLEDGE, SKILLS AND ABILITIES

1. Advanced knowledge of the structure of the Public Service and the machinery of Government's administrative policies and procedures.
2. Advanced knowledge of and ability to interpret and apply Civil Service Rules and Regulations, Chapter 14.01 Police Act, Police Complaint Act and Standing Orders, Departmental Guidelines, Estimates of Expenditure and Revenue, Saint Lucia Constitution, Finance (Administration) Act, Saint Lucia Immigration Act, Collective Agreement and other policy documents.
3. Advanced knowledge of management techniques and of principles and practices.
4. Advanced knowledge of and ability to apply legislative/ law enforcement and court policy and procedures.
5. Advanced leadership and management skills, with the ability to inspire and motivate staff.
6. Advanced interpersonal, team building and communications skills with a high level of emotional intelligence.
7. Ability to effectively utilize resources and manpower.
8. Advanced analytical, problem-solving and decision making skills and ability to apply principles to solve practical problems and to manage time in a fast-paced environment, meet deadlines and remain calm under pressure.
9. Ability to analyse information and problems, handle sensitive situations, arrive at logical conclusions and implement appropriate resolutions.
10. Ability to effectively plan, organize, direct and evaluate the work of the subordinates.
11. Ability to analyse complex verbal and statistical reports and to formulate actions based on analysis.
12. Ability to prepare and present oral and written informative material relating to the activities of the departments.
13. Ability to establish and maintain effective working relationships with subordinates, city officials, state authorities, civil leaders, the public and other stakeholders.
14. Advanced computer literacy skills, with the ability to manipulate software applications such as word

processing, spreadsheets, presentation programmes and management information systems.

15. Advanced listening, oral and written communication skills and ability to prepare clear and concise reports and documents for technical and non-technical audiences.
16. Ability to exercise initiative, judgement, tact and diplomacy in the execution of duties.
17. Ability to institute investigative techniques and other proceedings in assessing policing and law enforcement matters.
18. Advanced numeracy, ability to research, data collection and data analysis skills.
19. Advanced negotiation, mediation, conflict resolution and networking skills.
20. Ability to qualify for firearm in accordance with legislation and departmental policies.

E. EVALUATION METHOD

1. Demonstrated knowledge of the structure of the Public Service and the machinery of Government's administrative policies and procedures.
2. Demonstrated knowledge and ability to interpret and apply Civil Service Rules and Regulations, Chapter 14.01 Police Act, Police Complaint Act and Standing Orders, Departmental Guidelines, Estimates of Expenditure and Revenue, Saint Lucia Constitution, Finance (Administration) Act, Saint Lucia Immigration Act, Collective Agreement and other policy documents.
3. Demonstrated ability to apply management techniques, principles and practices.
4. Demonstrated ability to apply legislative/ law enforcement and court policy and procedures.
5. Demonstrated leadership and management skills and the ability to inspire and motivate staff.
6. Demonstrated interpersonal, team building and communications skills and high level of emotional intelligence.
7. Demonstrated ability to utilize resources and manpower effectively.
8. Demonstrated analytical, problem-solving and decision-making skills and the accuracy, time and attention taken to resolve problems in a fast-paced environment and ability to meet deadlines and remain calm under pressure.
9. Demonstrated ability to effectively plan, organise, direct and evaluate the work of subordinates.
10. Accuracy and conciseness of verbal and statistical reports.

11. Timely submission and clarity of oral and written informative material relating to the activities of the departments.
12. Demonstrated ability to establish and maintain cordial/ collaborative working relationships with subordinates, city officials, state authorities, civil leaders, the public and other stakeholders.
13. Demonstrated computer literacy skills, with the ability to manipulate software applications such as word processing, spreadsheets, presentation programmes and management information systems in the performance of duties.
14. Demonstrated listening, oral and written communication skills and the ability to prepare concise and comprehensive reports and documents for technical and non-technical audiences.
15. Demonstrated initiative, judgement, tact and diplomacy exercised in the execution of duties.
16. Demonstrated ability to apply effective investigative techniques in assessing policing, proceedings and law enforcement matters.
17. Demonstrated ability to conduct research, analyse and apply data collection.
18. Demonstrated ability to negotiate, arrive at resolutions through mediation and obtain alliances and partners through networking.
19. Demonstrated ability to uphold legislative and departmental requirements for use of a firearm.

F. QUALIFICATIONS AND EXPERIENCE

1. Master's Degree in Criminology, Law, Business Studies or a related field plus four (4) years' experience in a post at grade 16 and above or at least four (4) years professional experience;

OR

2. Bachelor's degree in Criminology, Law, Business Studies or a related field plus a post graduate diploma or Certificate of Senior Command Programme (Regional Security Staff and Command Certificate) and five (5) years' experience in a post at Grade 16 and above or at least five (5) years professional experience.

G. SALARY

Salary is at the rate of **EC\$103,194** per annum (Grade 19).

Applications should be made on the prescribed Government of Saint Lucia Employment Application Form, and should be addressed to:

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

To reach her no later than **August 14, 2019.**

Only suitable candidates will be acknowledged.

Please be advised that candidates who meet the minimum qualifications and experience may not be considered for an interview; only the candidates with the best qualifications and experience will be short listed for interviews.

Registry of Companies within the Attorney General's Chambers, Saint Lucia.

THE POST OF REGISTRAR

JOB DESCRIPTION

JOB TITLE: Registrar

Registry of Companies and Intellectual Property

REPORTS TO : Attorney General

SUPERVISES: All Staff

CLASSIFICATION : Grade 18

A. RELATIONSHIP AND RESPONSIBILITIES

1. Responsible for the regulation of the Companies and Intellectual Property sector, general management and supervision of the Registry of Companies and Intellectual Property.
2. Works under the direction of and reports to the Attorney General and the Permanent Secretary.

B. DUTIES AND TASKS

1. Ensure regulation of the Companies and Intellectual Property sector in accordance with legislation.
2. Ensure timely and efficient registration of Companies and Intellectual Property as appropriate.
3. Conduct hearings, as appropriate.
4. Ensure efficient running of the Companies and Intellectual Property Registry.
5. Prepare opinions and provide legal advice to the Government of Saint Lucia, through the Attorney General.
6. Provide general supervision and management of the staff and office.

7. Assist with the preparation of the Attorney General's Chambers contributions to the Estimates of Revenue and Expenditure.
8. Assist in the organizing of meetings, conferences/ seminars in relation to the role of the Department and represent the Attorney General as required.
9. Develop and execute a public awareness programme for the Registry.
10. Perform such other duties as may be assigned from time to time by the Attorney General and the Permanent Secretary.

C. CONDITIONS

1. Maintain a vehicle for the proper performance of duties.
2. Office accommodation provided.
3. Institutional support provided consistent with appropriate civil service regulations and departmental guidelines.
4. Opportunities exist for personal development, career advancement and training.
5. Salary is in accordance with Public Service guidelines.
6. This post is non-pensionable.

D. EVALUATION METHOD

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

1. Timely completion of assignments and meeting task deadlines.
2. Demonstration of sound administrative and supervisory capabilities and interpersonal skills.
3. Knowledge and understanding of the Laws of Saint Lucia, relating to Companies, Intellectual Property and Public Service Regulations.
4. Effective implementation of duties, responsibilities and assignments as defined in the job description.

E. SKILLS, KNOWLEDGE AND ABILITIES

1. A working knowledge of the structure of the Public Service and of the Civil Service administrative policies and procedures, and the ability to apply civil service rules and regulations.
2. Ability to plan and organize work and prepare clear and concise reports.
3. Ability to mobilize staff in order to meet deadlines.
4. Professional legal qualifications.
5. Ability to maintain effective working relationships with all staff and external stakeholders.

6. A sound knowledge of the Laws of Saint Lucia.
7. Ability to analyse issues and recommend appropriate solutions.
8. Good interpersonal skills.

F. QUALIFICATIONS AND EXPERIENCE

A Masters Degree in Law majoring in Intellectual Property Law or Corporate Law plus a Legal Education Certificate or equivalent recognized qualification to practice law in Saint Lucia with a minimum of three (3) years experience in a post at Grade 17.

OR

A Masters Degree in Law majoring in Intellectual Property Law or Corporate Law plus a Legal Education Certificate with a minimum of five (5) years professional legal experience.

OR

A Bachelors degree in Law along with a certificate or diploma in Intellectual Property Law or Corporate Law plus a Legal Education Certificate with a minimum of four (4) experience in a post at Grade 17.

G. SALARY AND ALLOWANCES

Basic salary is at the rate of EC\$77,605.56 per annum plus the following allowances per annum:

Legal Allowance	\$18,000.00
Travel	\$7,620.00
Telephone	\$291.00

Applications, accompanied by **two references** and **certified copies** of documents pertaining to qualifications, should be addressed to:

The Secretary
Judicial and Legal Services Commission
2nd Floor, Heraldine Rock Building
The Waterfront
P.O. Box 1093
Castries
Saint Lucia, W.I.

To reach him no later than **Tuesday, 27th August 2019.**

NB: Applications may also be submitted via email to jpsc@eccourts.org. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.

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

JOB DESCRIPTION

POSITION IDENTIFICATION

Job Title : Education Officer I

Department : National Enrichment and Learning Unit
(NELU)

Classification : Grade 15

Reports to : Head of Department

Supervises : Centre Coordinators, Facilitators and
National Enrichment and Learning Programme (NELP)

RELATIONSHIPS AND RESPONSIBILITIES

1. Liaises with the Permanent Secretary, Chief Education Officer, Head of Department, Education Officers (NELU), District Education Officers, Principals, Regional Coordinators, Centre Coordinators, Facilitators, NGOs involved in Adult Education, members of the public and other Government Ministries.
2. Responds whenever necessary to the Permanent Secretary and Chief Education Officer on matters relating to work in progress.
3. Supervises the National Enrichment and Learning Programme.

DUTIES AND TASKS

1. Supervises and monitors work done in the various Adult Learning Centres within the region by providing guidance to the facilitators and co-ordinators to ensure effective delivery of the curriculum.
2. Submits a schedule of centre visits to the Head of Department at least two days prior to visit to facilitate the smooth functioning of the Unit.
3. Assists in the planning and co-ordination of the National Enrichment and Learning Programme by advising Centre co-ordinators and facilitators on matters of centre administration and organization to ensure the upkeep of quality teaching.
4. Assists in the various record keeping and reporting process as required by the department by providing information on various Centres to enable sound decision making.
5. Assists with preparation of correspondence, record keeping, report processing, project proposals, annual budget, quarterly reports and articles for the media by making reference to Centre reports to enable effective decision making.

6. Conducts training programmes for co-ordinators, facilitators or other programme participants by hosting workshops at the district or community level to ensure that the necessary skills are provided for the effective implementation of programmes.
7. Visits centres twice monthly and in the absence of a co-ordinator, visits once weekly, but in case of any emergency or urgent matters to be dealt with, an additional visit can be made to deal with the matter in order to ensure the effective running of the Centre.
8. Attends and participates in closing exercises/ graduations for participants of the programme to provide required support to graduates.
9. Attends meetings/workshops organized by the Unit and the Ministry for overall improvement in the quality of programmes imparted.
10. Submits end of cycle reports and annual progress reports to the Head of Department for ease of referencing and to make relevant recommendations for improvement.
11. Keeps a log of centre visits and submits to the Head of Department at the end of each month to facilitate timely processing of payment.
12. Establishes new Centres by consulting with regional co-ordinators in conducting evaluations and needs assessments for their Centres to determine which programmes are appropriate and would cater to the needs of the community.
13. Performs any other related duties as may be assigned from time to time by the Permanent Secretary and the Chief Education Officer.

CONDITIONS

1. Accommodation is 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 motor vehicle to function in a scheduled travelling post and is expected to be in the field.
4. The officer will receive a travelling allowance in accordance with approved rates established by the Government of Saint Lucia.
5. Salary will be paid in accordance with the terms stipulated by the Government in the Estimates of Expenditure/Collective Agreement and is liable to taxation in accordance with the Income Tax Ordinance.

6. Institutional support is provided through appropriate Civil Service and Teaching Service Regulations, Statutory Instrument and Departmental Guidelines.
7. Opportunities exist for personal development and career advancement through established orientation and in-service training (workshops, seminars).
8. Housing, free medical attention and medicine will not be provided.

EVALUATION METHOD

Work performance will be evaluated on the basis of:

1. commitment and drive to reach successful outcomes both at an individual and team level (taking action, showing initiative, consistently delivering against targets);
2. accuracy and quality of work generated and timely completion of task deadlines;
3. effectiveness and quality of supervision and monitoring provided;
4. effectiveness and impact of training programmes provided;
5. capability to maintain appropriate linkages with local and regional co-ordinators;
6. proven knowledge and understanding of current job related policies, procedures, instructions and the use of relevant technology;
7. compliance with Departmental Guidelines and Standard Operating Procedures;
8. effective implementation of duties, tasks, responsibilities and assignments as defined in the Job Description.

SKILLS, KNOWLEDGE AND ABILITIES

1. A progressive attitude and professional demeanour.
2. Demonstration of a high level of confidentiality.
3. Decisiveness, soundness of judgment and clarity in issuing directives.
4. Competent in the use of computer applications.
5. A working knowledge of, and ability to interpret Public Service and Teaching Service Rules and Regulations and Operating Procedures.
6. Ability to check and/or monitor work quality and process, by insisting on standards and accountability for meeting performance measures.
7. Ability to effectively relate to internal and external customers.
8. Ability to establish and maintain effective working relationships with peers.

QUALIFICATIONS AND EXPERIENCE

A Master's Degree in Adult Education or related field, **plus** a Post Graduate Diploma/Certificate, with five (5) years' experience as a **Qualified** teacher, **plus** five (5) years' experience in administration (i.e., head of department, dean of discipline, year head, etc.);

OR

A Masters Degree in Adult Education or related field, **plus** a Bachelor's Degree in Adult Education with seven (7) years' experience as a **Qualified** teacher, **plus** five (5) years' experience in administration (i.e., head of department, dean of discipline, year head, etc.);

OR

A Bachelor's Degree in Adult Education or a related field, **plus** a Post Graduate Diploma with ten (10) years' experience as a **Qualified** teacher plus five (5) years' experience in administration (i.e., head of department, dean of discipline, year head, etc.).

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 Buildings
The Waterfront
CASTRIES

The deadline for receipt of applications is on or before **Friday, August 23, 2019**. Application Forms can be obtained from the Office of the Teaching Commission or at <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

Only suitable candidates will be acknowledged.

Please be advised that candidates who meet the minimum qualifications and experience may not be considered for an interview; only the candidates with the best qualifications and experience will be shortlisted for interviews.

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

JOB DESCRIPTION

POSITION IDENTIFICATION

Job Title : Principal

School : Clendon Mason Memorial Secondary School

Classification : Grade 16

Reports to : Education Officer with responsibility for the District

RELATIONSHIPS AND RESPONSIBILITIES

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

DUTIES AND TASKS

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

2. Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior.
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;
4. Fosters the integration of technology and innovation into programmes administered by the school;
5. Ensures a safe and orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;
6. Files all required reports regarding attendance and discipline matters;
7. Supervises the physical safety of the pupils while on the school's compound;
8. Applies the syllabus in conformity with the needs of the pupils of the school to ensure effective learning;
9. Supervises and appraises the performance of staff;
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;
11. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
12. Assumes responsibility along with staff for the school's performance;
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;
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;
15. Ensures the proper care and use of school furniture, equipment and supplies;
16. Develops and maintains an active relationship with parents, example, through Parent/Teacher Association;
17. Furnishes all returns as prescribed, to the Department of Education, Innovation and Gender Relations as requested;

18. Ensures that student records are complete and current;
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;
20. Performs other duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.

CONDITIONS

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

EVALUATION METHOD

Work performance will be evaluated on the basis of:

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

SKILLS, KNOWLEDGE AND ABILITIES

1. Knowledge of education theory and practice including modalities of instruction;
2. Clinical supervisory skills;
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;

4. Capacity to provide effective management and instructional leadership;
5. Ability to creatively deploy participating and team building approaches to school management;
6. Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
7. Ability to lead and manage innovation for school improvement;
8. Ability to plan for and manage the integration of Technology in instruction and in school administration;
9. Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
10. Decisiveness, soundness of judgment and success in issuing directives.

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 head, etc.), **plus** ten (10) years' experience as a **Qualified** Teacher;

SALARY

Salary will be determined on qualifications and experience.

GENERAL

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

Applications **MUST** be accompanied by 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 Buildings
The Waterfront
CASTRIES

Completed application forms should reach the Secretary on or before **Friday, August 23, 2019.** Application Forms can be obtained from the Office of the Teaching Service Commission or at <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

Only suitable candidates will be acknowledged.

Please be advised that candidates who meet the minimum qualifications and experience may not be considered for an interview; only the candidates with the best qualifications and experience will be shortlisted for interviews.

*Ministry of Education, Innovation, Gender Relations
and Sustainable Development (St. Lucia)*

JOB DESCRIPTION

POSITION IDENTIFICATION

Job Title : Principal

School : Soufriere Infant School

Classification : Grade 14

Reports to : Education Officer with responsibility for the District

RELATIONSHIPS AND RESPONSIBILITIES

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

DUTIES AND TASKS

1. Executes responsibilities in accordance with the provisions of the Education Act of 1999 and Regulations governing the Teaching Service;
2. Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior;
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;
4. Fosters the integration of technology and innovation into programmes administered by the school;
5. Ensures a safe and orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;
6. Files all required reports regarding attendance and discipline matters;
7. Supervises the physical safety of the pupils while on the school's compound;
8. Applies the syllabus in conformity with the needs of the pupils of the school to ensure effective learning;
9. Supervises and appraises the performance of staff;
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;
11. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;

12. Assumes responsibility along with staff for the school's performance;
 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;
 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;
 15. Ensures the proper care and use of school furniture, equipment and supplies;
 16. Develops and maintains an active relationship with parents, example, through Parent/Teacher Association;
 17. Furnishes all returns as prescribed, to the Department of Education, Innovation and Gender Relations as requested;
 18. Ensures that student records are complete and current;
 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;
 20. Performs other duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.
5. Timeliness, accuracy and quality of information provided in returns and reports;
 6. Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;
 7. Compliance with the Guidelines and Policies of the Ministry of Education, Innovation, Gender Relations and Sustainable Development; and
 8. Effective implementation of duties, responsibilities and assignments as defined in the job description.

SKILLS, KNOWLEDGE AND ABILITIES

1. Knowledge of education theory and practice including modalities of instruction;
2. Clinical supervisory skills;
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;
4. Capacity to provide effective management and instructional leadership;
5. Ability to creatively deploy participating and team building approaches to school management;
6. Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
7. Ability to lead and manage innovation for school improvement;
8. Ability to plan for and manage the integration of Technology in instruction and in school administration;
9. Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
10. Decisiveness, soundness of judgment and success in issuing directives.

CONDITIONS

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

EVALUATION METHOD

Work performance will be evaluated on the basis of:

1. Level of performance and accomplishment of the school;
2. Quality of instruction as evidenced by student performance;
3. Effectiveness of staff management and extent to which team spirit and parental involvement are exhibited;
4. Extent to which student participation in school activities and student discipline are maintained;

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;

SALARY

Salary will be determined on qualifications and experience.

GENERAL

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

Applications **MUST** be accompanied by **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 Buildings
The Waterfront
CASTRIES

Completed application forms should reach the Office of the Teaching Service Commission on or before **Friday, August 23, 2019**. Application Forms can be obtained from the Office of the Teaching Service Commission or at <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

Only suitable candidates will be acknowledged.

Please be advised that candidates who meet the minimum qualifications and experience may not be considered for an interview; only the candidates with the best qualifications and experience will be shortlisted for interviews.

Ministry of Education, Innovation, Gender Relations and Sustainable Development

JOB DESCRIPTION

POSITION IDENTIFICATION

Job Title : Vice Principal

School : Beanefield Comprehensive Secondary School

Classification : Grade 14 - 15

Reports to : Principal

RELATIONSHIPS AND RESPONSIBILITIES

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

DUTIES AND TASKS

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;
2. Assist the Principal in establishing and promoting high standards and expectations for all students and staff for academic performance and responsibility for behavior.
3. Lead and coordinate 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;
4. Help monitor the fostering and integration of technology and innovation into programmes administered by the school;
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;

6. Files all required reports regarding attendance and discipline matters;
7. Supervises the physical safety of the pupils while on the school's compound;
8. Applies the syllabus in conformity with the needs of the pupils of the school to ensure effective learning;
9. Assists the Principal in supervising and appraising the performance of staff;
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;
11. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
12. Assumes responsibility along with staff for the school's performance;
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 Department of Education;
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;
15. Ensures the proper care and use of school furniture, equipment and supplies;
16. Develops and maintains an active relationship with parents, e.g., through Parent/Teacher Association;
17. Supports the Principal in furnishing all returns as prescribed, to the Department of Education, Innovation and Gender Relations as requested;
18. Ensures that student records are complete and current;
19. Performs other duties as may be assigned from time to time by the Chief Education Officer, the Permanent Secretary, and the Principal.

CONDITIONS

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

EVALUATION METHOD

Work performance will be evaluated on the basis of:

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

SKILLS, KNOWLEDGE AND ABILITIES

1. Knowledge of education theory and practice including modalities of instruction;
2. Clinical supervisory skills;
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;
4. Capacity to provide effective management and instructional leadership;
5. Ability to creatively deploy participating and team building approaches to school management;
6. Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
7. Ability to lead and manage innovation for school improvement;
8. Ability to plan for and manage the integration of Technology in instruction and in school administration;
9. Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;

10. Decisiveness, soundness of judgment and success in issuing directives.

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 head, etc.), **plus** ten (10) years' experience as a **Qualified** Teacher;

SALARY

Salary will be determined on qualifications and experience.

GENERAL

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

Applications **MUST** be accompanied by 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 should be made on the *Application for Employment in the Saint Lucia Teaching Service* application form, and addressed to:

The Secretary
Teaching Service Commission
Stanislaus James Buildings
The Waterfront
CASTRIES
Saint Lucia

Completed application forms should reach the Secretary no later than **Friday, August 23, 2019**. Application Forms can be obtained from the Office of the Teaching Commission or at <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

Only suitable candidates will be acknowledged.

Please be advised that candidates who meet the minimum qualifications and experience may not be considered for an interview; only the candidates with the best qualifications and experience will be shortlisted for interviews.

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

JOB DESCRIPTION

POSITION IDENTIFICATION

Job Title : Curriculum Officer III (Mathematics)

Department : Curriculum and Material Development Unit (CAMDU)

Classification : Grade 13 - 15

Reports : Education Officer – CAMDU

Supervises : The processes of delivery of the subject curriculum

RELATIONSHIPS AND RESPONSIBILITIES

- To develop, implement, monitor and evaluate curriculum for Mathematics at the Primary and Secondary Schools;
- To supervise and monitor instruction at the primary and secondary levels;
- To assist Mathematics teachers at Primary and Secondary Schools in the implementation of instruction and curriculum;
- To identify relevant resources and materials and make recommendations.

MAIN DUTIES

- Designs curriculum by consulting relevant stakeholders, conducts research and questionnaires and co-ordinates

- the implementation at different levels within the school system via school visits, assessments evaluations and participation of students in activities to ensure relevance of the Curriculum;
2. Acquaints teachers and principals with the objectives, methodology and scope of the Curriculum by conducting meetings and workshops to share up-to-date information so as to enhance instruction and student teacher performance;
 3. Visits schools to provide assistance to teachers with planning by providing assistance through clinical and on the job support to enhance curriculum delivery and manage instructional time;
 4. Assist with identifying and selecting textbooks to support the effective delivery of the curriculum;
 5. Reviews and updates curriculum by conducting sensitizing workshops through on-going assessment and monitoring of the current challenges to provide relevant feedback from teachers to guide the process of Curriculum review;
 6. Monitors, assesses and provides feedback on the implementation of the Curriculum in schools by working with principals and education officers in resolving problems related to Curriculum and Instruction so as to make the necessary recommendations for improvement;
 7. Organizes orientation and in-service workshops for Heads of Departments, teachers, principals and education officers on Curriculum, pedagogical issues and assessment by collaborating with the Chief Education Officer, District Education Officers, principals and resource persons to ensure effective delivery of the Curriculum;
 8. Assists with planning, vetting and implementing of internal assessments at primary and secondary schools by collaborating with the Educational Evaluation and Assessment Unit to ensure reliability and validity of examination;
 9. Organizes activities and programmes by conducting needs analyses to organize training that would help to enhance instruction;
 10. Provides leadership in the formation and operation of subject associations and groups by providing the relevant guidance and support to motivate those groups;
 11. Prepares and submits weekly schedules, work plans and termly reports to Education Officer – Curriculum and Material Development Unit (CAMDU) and a yearly work plan to the Deputy Chief Education Officer – Instruction for approval so as to ensure accountability;
 12. Collaborates with external agencies in matters related to subject areas by submitting proposals and requests and conducts follow-up meetings to acquire needed support;
 13. Represents the Ministry on committees relevant to the subject area both locally and overseas by attending meetings, workshops, symposiums whenever the opportunity arises;
 14. Assists in the preparation of the annual estimates of expenditure and quarterly allocations for the Unit to ensure that spending is kept within the constraints of approved budget;
 15. Liaises with the Sir Arthur Lewis Community College on matters pertaining to Curriculum delivery by conducting guest lectures in different subject areas for effective delivery of Curriculum;
 16. Performs any other related duties as may be assigned from time to time.

CONDITIONS

1. Accommodation provided in the general administrative office;
2. The processes of the Unit will be done 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 motor vehicle to function in a scheduled travelling post and is required to be in the field;
4. The officer will receive a travelling allowance in accordance with the approved rates established by the Government of St Lucia;
5. The officer will be required to attend regular meetings and Heads of Department meetings;
6. Salary will be paid in accordance with the terms stipulated by the Government in the Estimates/ Collective Agreement and is liable to taxation in accordance with the Income Tax Ordinance;
7. Institutional support will be provided through the appropriate Civil Service and Teaching Service Regulations, Statutory Instrument and Departmental Guidelines;
8. Vacation leave will be provided in accordance with existing rules and regulations governing the Public Service;
9. Opportunities exist for personal development and career advancement through established orientation and in-service training (workshops, seminars, orientation courses);

10. Housing, free medical attention and medicine will not be provided.

STANDARDS

Work performance will be evaluated on the basis of:

1. commitment and drive to reach successful outcomes both at an individual and team level (taking action, showing initiative, consistently delivering against targets);
2. demonstration of intention to work co-operatively with others and to be part of a team; building trust, inspiring enthusiasm, resolving conflict and developing consensus;
3. proven knowledge and understanding of current job related policies, procedures, instructions and the use of relevant technology;
4. provision of timely feedback to teachers, principals, education officers and supervisors and quality of advice provided and effectiveness of solutions implemented;
5. quality and efficiency and measured by the accuracy and effectiveness of work;
6. arrival at work as prescribed by existing rules and regulations;
7. timely completion and accuracy of work generated;
8. compliance with Departmental, Ministry's Guidelines and Standard Operating Procedures;
9. effective implementation of duties, responsibilities and assignment as defined in the Job Description.

SKILLS, KNOWLEDGE AND ABILITIES

1. A progressive attitude and professional demeanour;
2. Excellent oral and written communication skills;
3. Capacity to provide instructional leadership;
4. Sound clinical supervisory skills;
5. Sound skills in monitoring and evaluating instruction and curriculum;
6. Working knowledge of education theory and practice, including modalities of instruction;
7. Ability to maintain a high standard of ethics, honesty and integrity and exercise good judgment in carrying out the goals and objectives of the Unit;
8. Ability to check and/or monitor work quality and process, by insisting on standards and accountability for meeting performance measures;
9. Ability to effectively relate to internal and external customers;

10. Ability to exercise sound analytical skills, judgment and to adopt appropriate solutions;
11. Ability to establish and maintain effective working relationships with peers and other stakeholders.

QUALIFICATIONS AND EXPERIENCE

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

A Master's Degree in Curriculum Development or Instructional Design, **plus** a Bachelor's Degree in Mathematics, **plus** five (5) years as a **Qualified** Teacher;

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; 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

Completed application forms should reach the Secretary no later than **Friday, August 23, 2019**. Application Forms can be obtained from the Office of the Teaching Commission or at <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

Only suitable candidates will be acknowledged.

Please be advised that candidates who meet the minimum qualifications and experience may not be considered for an interview; only the candidates with the best qualifications and experience will be shortlisted for interviews.

NOTICES

THE GENERAL PUBLIC is hereby advised that Investitures will be held at Buckingham Palace during the Autumn of 2019 on the following dates:

2019

Thursday, 10 October
Tuesday, 22 October
Friday, 25 October (Windsor Castle)
Thursday, 31 October
Tuesday, 5 November
Thursday, 7 November
Tuesday, 19 November
Thursday, 21 November
Tuesday, 26 November
Thursday, 5 December
Thursday, 19 December

2020

Tuesday, 14 January
Wednesday, 29 January
Wednesday, 5 February
Thursday, 13 February

GOVERNMENT HOUSE
SAINT LUCIA

JULY 23, 2019

APPOINTMENT FOR GAZETTING OF OFFICERS FOR THE MEDICAL AND DENTAL COUNCIL OF SAINT LUCIA

IN ACCORDANCE with Section 6, Subsection (1) (a) and Subsection (1) (b) of the Health Practitioners Act, Cap. 11.6, of the Laws of Saint Lucia, the Minister for Health and Wellness, Senator Honourable Mary Isaac has appointed the following persons to serve on the Board of Directors of the **Medical and Dental Council of Saint Lucia** for a period of two (2) years commencing **June 23, 2019 to June 22, 2021**:

- i. Dr. Merlene Fredericks-James;
- ii. Dr. Simone Liverpool.

C. FELIX ST. HILL
Permanent Secretary

APPOINTMENT FOR GAZETTING OF OFFICERS FOR THE ALLIED HEALTH COUNCIL OF SAINT LUCIA

IN ACCORDANCE with Section 59, Subsection (1) (b) of the Health Practitioners Act, Cap. 11.06, of the Laws of Saint Lucia, the Minister for Health and Wellness, Senator Honourable Mary Isaac has appointed the following persons to serve on the Board of Directors of the **Allied Health Council of Saint Lucia** for a period of two (2) years commencing **June 23, 2019 to June 22, 2021**:

- i. Dr. Nicole Edgecombe;
- ii. Dr. Charles Isidore;
- iii. Dr. Almus Mc. Dowall;
- iv. Dr. Gilbertha St. Rose;
- v. Mr. Michael St. Catherine;
- vi. Dr. Merlene Fredericks-James.

C. FELIX ST. HILL
Permanent Secretary

FINANCIAL SERVICES REGULATORY AUTHORITY

APPOINTMENT TO BOARD OF DIRECTORS

TAKE NOTICE, that Pursuant to Section 5 (1) (d) and Section 20 of the Financial Services Regulatory Authority Act, Cap 12.23 as amended by the Financial Services Regulatory Authority (Amendment) Act No. 7 of 2016 the Minister for Finance has appointed the following persons to serve on the Board of Directors of the Financial Services Regulatory Authority for a term of three (3) years, with effect from 5th May, 2019:

- 1. Mr. Vincent Hippolyte (*Chairman*);
- 2. Mr. Philip Dalsou (*Deputy Chairman*);
- 3. Mrs. Mary Popo;
- 4. Mr. Cyrus Charles;

Dated this 19th day of July, 2019.

HON. ALLEN M. CHASTENET
Prime Minister and Minister for Finance,
Economic Growth, Job Creation, External Affairs
& the Public Service

**APPOINTMENT OF THE BOARD OF
THE DEVELOPMENT CONTROL
AUTHORITY (DCA)**

CABINET, in accordance with Section 61 of the Physical Planning and Development Act, Cap 5.12 and guided by Section 3A of the Land Development (Interim Control) (Amendment) Act, No. 18 of 1998, appointed the following persons to the Board of the Development Control Authority (DCA) for a period of three years, effective 6th July, 2019:

1. Mr. Clem Bobb (*Chairman*);
2. Mr. Kentigern Louis (*Deputy Chairperson*);
3. Ms. Beryl George;
4. Ms. Tryce Loctar-Polius;
5. Mr. Herbert Peter;
6. Mr. Leo Harrigan;
7. Mr. Shoan Aubertin;
8. Permanent Secretary, Department of Physical Planning or designated representative;
9. Permanent Secretary, Department of Agriculture or designated represented;
10. Permanent Secretary, Department of Sustainable Development or designated representative;
11. Representative of the Ministry of Health;
12. Chief Engineer, Department of Infrastructure;
13. Representative of LUCELEC (observer); and
14. Representative of WASCO (observer).

BEN EMMANUEL
Secretary to the Cabinet

**REGISTRY OF COMPANIES &
INTELLECTUAL PROPERTY**

Notice of Striking Off
(Companies Act, Cap. 13.01 Section 519(1) (a))

NOTICE IS hereby given that the following company incorporated under the Companies Act of Saint Lucia Cap 13.01, has been struck off the Register of Companies pursuant to section 519 (1)(a) of the Act.

NINI'S RESTAURANT INC. bearing Company Number 2016/C262 incorporated on 13th day of October, 2016.

Dated this 19th day of July, 2019.

KOZEL CREESE
Acting Registrar

**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 12 November 2018 as:

**GOLDEN-RAY CONSULTING SERVICES
INC. 2018-00407**

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

SAMANI LTD.

Dated this 25th day of July 2019.

LESTER D. MARTYR
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 17 November 2016 as:

**PRELIST SERVICES LTD.
2016-00386**

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

P & H INVESTMENTS LTD.

Dated this 24th day of July 2019.

LESTER D. MARTYR
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 06 September 2017 as:

**GIAU B6 LIMITED
2017-00322**

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

MICHELLE'S LIMITED

Dated this 29th day of July 2019.

LESTER D. MARTYR
Registrar
International Business Companies

NOTICE OF COMPANY IN DISSOLUTION

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

**BLUEMONT MANAGEMENT LIMITED
NO. 2008-00235**

TAKE NOTICE that the International Business Company, Bluemont Management Limited No. 2008-00235 which was incorporated on April 14, 2008 has registered its articles of dissolution.

TAKE NOTICE that dissolution of the above-named company commenced on 29th July 2019 and that the name and address of the liquidator is as follows:

ANDRIA HADJICHARALAMBOUS
1 Danaes Street
2034 Strovolos
Nicosia
CYPRUS

Dated this 29th day of July 2019.

LESTER D. MARTYR
Registrar
International Business Companies

NOTICE OF COMPANY IN DISSOLUTION

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

**BETHEL FAMILY CAPTIVE INSURANCE
COMPANY, LTD. NO. 2017-00172**

TAKE NOTICE that the International Business Company, Bethel Family Captive Insurance Company, Ltd. No. 2017-00172 which was incorporated on June 08, 2010 has registered its articles of dissolution.

TAKE NOTICE that dissolution of the above-named company commenced on 18th July 2019 OR on a date within 30 days thereof and that the name and address of the liquidator is as follows:

SCOTT BOSSART
1192 Riveredge Drive
Tarpon Springs, FL 34689
USA

Dated this 18th day of July 2019.

LESTER D. MARTYR
Registrar
International Business Companies

*Ministry of Agriculture, Fisheries, Physical
Planning, Natural Resources and Co-operatives*

OPEN LOBSTER FISHERY 2019

The Ministry of Agriculture, Fisheries, Physical Planning, Natural Resources and Co-operatives informs the general public that the lobster fishery opens from Friday August 2, 2019 to Saturday February 29, 2020 both days inclusive.

When the lobster fishery is open, lobsters may be obtained, fished for, sold and purchased; however, the following regulations are in effect in accordance with the Fisheries Regulations Chapter 7.15 of the Revised Laws of Saint Lucia:

1. No person shall harm, give, receive from anyone, or at any time have in his possession, expose for sale, sell or purchase:

- (a) any lobster that is undersized;
- (b) any lobster carrying egg; and
- (c) any lobster which is moulting.

2. No person shall:

- a) remove the eggs from a lobster, or have in his possession, or sell, or purchase a lobster from which the eggs have been removed.
- b) spear, hook or attempt to spear a lobster;
- c) sell any lobster that has been speared, hooked, or otherwise impaled.

3. In this Regulation -

“undersized” means in relation to lobsters-

- (i) less than 9.5 centimetres (3.75 ins.) in carapace length measured from the ridge at the base of the horns to the end of the carapace (back shell); or
- (ii) if the tail has been removed, a tail weight of less than 340 grammes (12 ounces)

Contravention of each of these Regulations is subject to a maximum fine of **EC\$5000.00 for each offence.**

The Department seeks the cooperation of everyone and encourages members of the public to report to the Marine Police, District Police Stations or the Department of Fisheries, any person or establishment found contravening the Lobster Fishery regulations.

DEPARTMENT OF FISHERIES

JUDICIAL SALE

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

The purchase money shall be payable as follows:

1. The Officer conducting the Sale shall require from the Bidder a deposit or a certified banker's cheque in the sum of \$2,540.72, equal to one tenth of the debt (in principal, interest and cost) due to the seizing party.
2. The Purchaser shall pay the Sheriff the Purchase price less the deposit within six months of the date of Sale with interest thereon at the rate of six percent per annum. In default of such payment the deposit paid by the Purchaser shall be forfeited and shall be applied towards the Judgment Debt.

SAINT LUCIA

IN THE HIGH COURT OF JUSTICE
(CIVIL)

Claim No. SLUHCV2012/0538

Between:-

1. BANK OF SAINT LUCIA LIMITED
2. MORTGAGE FINANCE COMPANY OF SAINT LUCIA LIMITED

Claimant

v.

AGATHA JULES

Defendant

NOTICE IS HEREBY given that by virtue of Judgment of the High Court dated the 10th day of October, 2012 against the Defendant herein and Writ of Execution returnable on the 26th day of August, 2019 there will be put up for Sale and Adjudication by the Sheriff or his Officer to the Highest Bidder in the High Court House, on Peynier Street in the City of Castries on the 23rd day of August, 2019 at ten o'clock in the forenoon, the following immovable property of the Defendant to wit:

SCHEDULE

BLOCK 0840B PARCEL 20

All that piece or parcel of land comprising approximately 0.50 hectares situate at Vanard in the quarter of Castries in the State of Saint Lucia and registered at the Land Registry of Saint Lucia as Parcel 0840B 20 and is bounded as follows:

On the NORTH partly by Parcels 0840B 130 and 128;

On the SOUTH by Parcel 0840B 125 and 160;

On the EAST by Parcel 0840B 148 and 149 and.

On the WEST by Parcel 0840B 14 or howsoever else the same may be bounded or contained.

Together with all the appurtenances and dependencies thereof including the private vehicular right of way as indicated on Registry Map (A. Record).

TITLE: Deed of Sale by Wells Peter to the Judgment Debtor executed before Christine Beverley Downes, Notary Royal on the 25th day of September, 2009 and registered at the Land Registry on the 7th day of October, 2009 as Instrument No. 4594/2009.

This Property is subject to:

(1) Hypothec by the Judgment Debtor in favour of the Second Judgment Creditor to secure \$27,000.00 with interest at the rate of 9% per annum and registered at the Land Registry on 20th October 2009 as Instrument Number 4808/2009.

(2) Judicial Hypothec in favour of the First Judgment Creditor registered at the Land Registry on 13th November 2012 as Instrument Number 5279/2012.

Upset Price: N/A

Sheriff's Office
Peynier Street
Castries

[Second Publication]

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

SAINT LUCIA

CLAIM NO. SLUHCV2018/0484

BETWEEN:

THE BANK OF NOVA SCOTIA

and

EMILY ELCOCK

Claimant

Defendant

NOTICE

TO: - EMILY ELCOCK, whose last known address was Morne Dor in the registration quarter of Anse La Raye in the State of Saint Lucia.

TAKE NOTICE that on the 21st day of May 2019, a Judgment in Default of Acknowledgment of Service was filed in the High Court of Justice (Saint Lucia) in Claim No. SLUHCV2018/0484 in favour of The Bank of Nova Scotia.

PURSUANT TO CPR Rule 5.13, service of the Judgment in this action being effected on you by this advertisement in two (2) consecutive issues of a local newspaper circulating in Saint Lucia and (2) consecutive issues of the Official Gazette.

A COPY of the Judgment in Default of Acknowledgment of Service can be obtained at 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.

THE Judgment can also be viewed and/or copies of same can be obtained from the High Court Office, La Place Carenage, Jeremie Street, Castries, Saint Lucia telephone number (758) 468-7500, Fax (758) 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 expect public holidays.

Dated this 24th day of July, 2019.

FLOISSAC FLEMING & ASSOCIATES

Per: Danielia Chambers

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.

[First Publication]

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

SAINT LUCIA

CLAIM NO. SLUHCV2019/0209

BETWEEN:

THE BANK OF NOVA SCOTIA

and

LUCIUS McMILLAN RANDY GLACE

Claimant

Defendant

NOTICE

TO: - LUCIUS GLACE, whose last known address is La Ressource, Vieux Fort, Saint Lucia.

TAKE NOTICE that on 7th May 2019, a Claim was filed against you in the High Court of Justice (Saint Lucia) by the Claimant herein, The Bank of Nova Scotia.

PURSUANT TO CPR Rule 5.13, service of the Claim Form, Statement of Claim and all other proceedings in this matter will be effected on you through advertisements in two issues of the Official Gazette and in two publications in a newspaper circulating in Saint Lucia.

IF YOU DESIRE to defend this action or to be heard you must, within twenty eight (28) days of the last publication file an Acknowledgment of Service at the Registry of the High Court of Justice, La Place Carenage, Jeremie Street in the City of Castries in this Island.

IN DEFAULT of filing Acknowledgment of Service within the time stipulated, the court may hear the case in your absence without further notice and Judgment may be granted against you in favour of the Claimant.

A COPY of the Claim Form and Statement of Claim can be obtained at 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.

THE CLAIM FORM and Statement of Claim can also be viewed and/or copies of same be obtained at the High Court Office at La Place Carenage, Jeremie Street, Castries, Saint Lucia, Telephone number (758)468-7500, Fax Number (758)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.

Dated the 22nd day of July, 2019.

FLOISSAC FLEMING & ASSOCIATES

Per: Danielia Chambers

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.

[First Publication]

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

SAINT LUCIA

CLAIM NO. SLUHCV2019/0339

BETWEEN:

K & D INVESTMENTS INC.

and

Claimant

MAC GYVER AUGUSTIN also known as MC GUYVER AUGUSTIN

Defendant

NOTICE

TO: - MAC GYVER AUGUSTIN, whose last known address is Du Bonair, Grande Riviere, Dennery, Saint Lucia.

TAKE NOTICE that on 5th July 2019, a Claim was filed against you in the High Court of Justice (Saint Lucia), on the Eastern Caribbean Supreme Court Electronic Litigation Portal (the "Portal") by the Claimant herein, K & D Investments Inc. In order to access the Portal, you will need to obtain an authorization code.

PURSUANT TO CPR Rule 5.13, service of the Claim Form, Statement of Claim, Authorization Code and all other proceedings in this matter will be effected on you through advertisements in two issues of the Official Gazette and in two publications in a newspaper circulating in Saint Lucia.

IF YOU DESIRE to defend this action or to be heard you must, within twenty eight (28) days of the last publication file an Acknowledgment of Service. This proceedings can only be accessed through the Electronic Litigation Portal. If you do not have an attorney-at-law and need assistance in accessing the Portal, please contact the Service Bureau at the Registry of the High Court of Justice, La Place Carenage, Jeremie Street in the City of Castries in this Island.

IN DEFAULT of filing Acknowledgment of Service within the time stipulated, the court may hear the case in your absence without further notice and Judgment may be granted against you in favour of the Claimant.

A COPY of the Claim Form, Statement of Claim and Authorization Code can be obtained at 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 the 22nd day of July, 2019.

FLOISSAC FLEMING & ASSOCIATES

Per: Danielia Chambers

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.

[First Publication]

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

SAINT LUCIA

CLAIM NO. SLUHCV2017/0686

BETWEEN: BANK OF ST. LUCIA LIMITED

Judgment Creditor

And

MARGARET STEWART AKA MARGARET JEAN MARIE

Judgment Debtor

NOTICE

TO:- MARGARET STEWART AKA MARGARET JEAN MARIE whose last known address was Morne Fortune in the vicinity of the city of Castries 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 April 25, 2019 against the Defendant in the sum of \$183,522.13 together with interest on the principal sum of \$126,632.92 at the rate of 10% per annum from 7th November 2017 to date of payment and together with interest on the sum of \$19,107.17 at the rate of 10.5% per annum from 7th November 2017 to date of payment and costs in the sum of \$2,510.50.

AND SERVICE of the Writ of Execution after Judgment against Immovables is being effected upon you for the seizure and sale of the parcel of land registered in the Land Registry of Saint Lucia as Block 1254B Parcel 1329 by advertisement in two (2) consecutive issues of a local newspaper circulating in Saint Lucia and in the St. Lucia Gazette.

A COPY of the Writ of Execution after Judgment against Immovables 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 Deterville Thomas & Company situate at 99 Chaussee Road, Castries, Saint Lucia.

Dated this 25th day of July, 2019.

*DANIEL FRANCIS
for Sheriff of the High Court (Ag.)*

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. SLUHCV2019/0320

BETWEEN:

NATIONAL INSURANCE CORPORATION

and

Claimant

1. BARON SHIPPING & BROKERAGE INCORPORATED
2. WILLIBALD W. CHARLES
3. RUFFINA ANGEL CHARLES (*nee* JOSIAH) also known as RUFINIA ANGEL CHARLES also known as RUFINA ANGEL CHARLES
4. NERAYAN CHARLES

Defendants

TO: - (1) NERAYAN CHARLES whose last known address was 27 New Row, Micoud, St. Lucia.

NOTICE

TAKE NOTICE that the Claimant National Insurance Corporation has filed a claim against you and your Company in the High Court of Justice, Saint Lucia in Claim No. SLUHCV2019/0320.

AND SERVICE pursuant to Rule 5.13 of the CPR 2000 of the Claim Form and Statement of Claim and all other proceedings in this matter will be effected on you through advertisement in two consecutive issues of the Official Gazette and in two consecutive weekend publications in a newspaper circulating in Saint Lucia.

IF YOU DESIRE to defend this action or to be heard you must within twenty-eight (28) days of the last publication file an Acknowledgement of Service and you must within forty-two (42) days after the last publication file a Defence at the Registry of the High Court of Justice, La Place, Carenage, Jeremie Street in the City of Castries in the State of Saint Lucia.

IN DEFAULT of filing such Acknowledgement of Service and Defence within the time stipulated, the Court may hear the case in your absence without further notice and judgment may be granted in favour of the Claimant.

THE CLAIM FORM and Statement of Claim can be viewed at the High Court at La Place Carenage, Jeremie Street, Castries, Saint Lucia or at the National Insurance Corporation Office 1st Floor, Francis Compton Building, John Compton Highway, Castries, Saint Lucia.

Dated this 17th day of July, 2019.

NATIONAL INSURANCE CORPORATION

Per: Candace Polius

Legal Practitioner for the Claimant

This Notice is filed on behalf of the National Insurance Corporation by Candace Polius, Legal Practitioner for the Claimant whose address is 1st Floor, Francis Compton Building, John Compton Highway in the City of Castries in the State of Saint Lucia, telephone number 452-2808, Fax Number 451-9882, Email: legaldepartment@stlucianic.org. 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.

[First Publication]

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

SAINT LUCIA

CLAIM NO. SLUHCV2019/0256

BETWEEN:

NATIONAL INSURANCE CORPORATION

and

Claimant

1. TROPICAL HOLIDAYS LTD
2. CHRISTIAN McKENZIE
3. LUCIANE JOSEPH LYNCH

Defendants

TO: - (1) LUCIANE JOSEPH LYNCH whose last known address was Villa Judz, Rodney Bay, Gros Islet, St. Lucia.

NOTICE

TAKE NOTICE that the Claimant National Insurance Corporation has filed a claim against you and your Company in the High Court of Justice, Saint Lucia in Claim No. SLUHCV2019/0256.

AND SERVICE pursuant to Rule 5.13 of the CPR 2000 of the Claim Form and Statement of Claim and all other proceedings in this matter will be effected on you through advertisement in two consecutive issues of the Official Gazette and in two consecutive weekend publications in a newspaper circulating in Saint Lucia.

IF YOU DESIRE to defend this action or to be heard you must within twenty-eight (28) days of the last publication file an Acknowledgement of Service and you must within forty-two (42) days after the last publication file a Defence at the Registry of the High Court of Justice, La Place, Carenage, Jeremie Street in the City of Castries in the State of Saint Lucia.

IN DEFAULT of filing such Acknowledgement of Service and Defence within the time stipulated, the Court may hear the case in your absence without further notice and judgment may be granted in favour of the Claimant.

THE CLAIM FORM and Statement of Claim can be viewed at the High Court at La Place Carenage, Jeremie Street, Castries, Saint Lucia or at the National Insurance Corporation Office 1st Floor, Francis Compton Building, John Compton Highway, Castries, Saint Lucia.

Dated this 19th day of July, 2019.

NATIONAL INSURANCE CORPORATION

Per: Candace Polius

Legal Practitioner for the Claimant

This Notice is filed on behalf of the National Insurance Corporation by Candace Polius, Legal Practitioner for the Claimant whose address is 1st Floor, Francis Compton Building, John Compton Highway in the City of Castries in the State of Saint Lucia, telephone number 452-2808, Fax Number 451-9882, Email: legaldepartment@stlucianic.org. 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.

[First Publication]

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

SAINT LUCIA

CLAIM NO. SLUHCV2014/0554

BETWEEN: ST. LUCIA WORKER'S CREDIT UNION LIMITED

Claimant

and

SILVERIA ISIDORE

Defendant

NOTICE

TO: - SILVERIA ISIDORE whose last known address was Hospital Road, Dennery, St. Lucia.

TAKE NOTICE that in the captioned action instituted against you in the High Court of Justice, Saint Lucia, a default judgment was entered against you on 31st August, 2015 in the sum of EC\$28,172.94 together with interest at the rate of 12% per annum from 12th September, 2012 to the date of payment and fixed costs in the sum of \$1,627.50.

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 two (2) consecutive issues of the Government Gazette.

A COPY of the Judgment can be obtained at the High Court of Justice, La Place Carenage, Jeremie Street, Castries, Saint Lucia or at the Chambers of Beverley Downes, 17 High Street, Castries, Saint Lucia.

Dated this 29th day of July, 2019.

BEVERLEY DOWNES CHAMBERS

Per: Beverley Downes

Legal Practitioner for the Claimant

The Claimant's address for Service is: BEVERLEY DOWNES, #17 High Street Castries, Saint Lucia, Telephone (758)451-6080, email: bdownes@candw.lc The Court Office is at La Place Carenage, Jeremie Street, Castries, Saint Lucia, Telephone Number (758) 468-7500, Fax No. (758)468-7543, Email at sluhco@eccourts.org. The Office is open between 9:00 am to 2:00 pm 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**

SAINT LUCIA

CLAIM NO. SLUHCV2018/0606

BETWEEN:

ST. LUCIA WORKER'S CREDIT UNION LIMITED

and

THE ESTATE OF SYLVANUS BERNADINE

Claimant

Defendant

NOTICE

TO: - DIANNE BERNADINE, whose last known address was Marchand, Castries and the USA.

TAKE NOTICE that an action has been commenced against the estate of Sylvanus Bernadine in the High Court of Justice, Saint Lucia by St. Lucia Workers' Credit Union Limited in which the Claimant claims a specified sum.

BY COURT ORDER dated 11th July, 2019 you were appointed the representative of the estate for this cause and all other matters touching and concerning the succession of the estate of Sylvanus Bernadine.

PURSUANT TO Part 5.13 of the Civil Procedure Rules, service of the Claim Form in this action is being effected on you by this advertisement in two consecutive issues of a local newspaper circulating in Saint Lucia and in two consecutive issues of the Government Gazette.

IF YOU DESIRE to defend this action or to be heard you must within fourteen days of the last publication file an Acknowledgment of Service at the Registry of the High Court of Justice, La Place Carenage, Jeremie Street, Castries and within twenty-eight days file a Defence.

IN DEFAULT of filing an Acknowledgment of Service and/or Defence, Judgment may be entered against you in your absence without further notice.

A COPY of the Claim Form and Statement of Claim can be obtained at the High Court Office at La Place Carenage, Jeremie Street, Castries, Saint Lucia or at the Chambers of Beverley Downes, 17 High Street, Castries, Saint Lucia.

Dated the 24th day of July, 2019.

BEVERLEY DOWNES CHAMBERS

Per: Beverley Downes

Legal Practitioner for the Claimant

PRESENTED FOR FILING BY: BEVERLEY DOWNES, CHAMBERS, #17 High Street Castries, Saint Lucia, Telephone (758)451-6080, Fax (758)451-6081, email: bdownes@candw.lc. The Court Office is at La Place Carenage, Jeremie Street, Castries, Saint Lucia, Telephone Number (758) 468-7500, Fax No. (758)468-7543. The Office is open between 9:00 am to 2:00 pm Mondays to Thursdays and 9:00 am to 3:00 pm on Fridays, except public holidays. The Office can also be contacted via email at sluhco@eccourts.org.

[First Publication]

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

SAINT LUCIA

CLAIM NO. SLUHCM2019/0045

BETWEEN:

THE BANK OF NOVA SCOTIA

and

Claimant

(1) MAURICE LAWRENCE

(2) EULAH LAWRENCE

Defendants

NOTICE

TO: - MAURICE & EULAH LAWRENCE, whose last known address is Balata, Castries, Saint Lucia.

TAKE NOTICE that on 24th May 2019, a Claim was filed against you in the High Court of Justice (St. Lucia) Commercial Division, on the Eastern Caribbean Supreme Court Electronic Litigation Portal (the "Portal") by the Claimant herein, The Bank of Nova Scotia. In order to access the Portal, you will need to obtain an authorization code.

PURSUANT TO CPR Rule 5.13, service of the Claim Form, Statement of Claim, Authorization Code and all other proceedings in this matter will be effected on you through advertisements in two issues of the Official Gazette and in two publications in a newspaper circulating in Saint Lucia.

IF YOU DESIRE to defend this action or to be heard you must, within twenty eight (28) days of the last publication file an Acknowledgment of Service. This proceedings can only be accessed through the Electronic Litigation Portal. If you do not have an attorney-at-law and need assistance in accessing the Portal, please contact the Service Bureau at the Registry of the High Court of Justice, La Place Carenage, Jeremie Street in the City of Castries in this Island.

IN DEFAULT of filing Acknowledgment of Service within the time stipulated, the court may hear the case in your absence without further notice and Judgment may be granted against you in favour of the Claimant.

A COPY of the Claim Form, Statement of Claim and Authorization Code can be obtained at 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 the 26th day of June, 2019.

FLOISSAC FLEMING & ASSOCIATES

Per: Danielia Chambers

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. SLUHCM2019/0047

BETWEEN:

THE BANK OF NOVA SCOTIA

and

Claimant

(1) RONALD PHILIP JOAB

(2) LYNELL G. JOAB

Defendants

NOTICE

TO: - RONALD & LYNELL JOAB, whose last known address is Moule a Chique, Vieux Fort, Saint Lucia.

TAKE NOTICE that on 24th May 2019, a Claim was filed against you in the High Court of Justice (St. Lucia) Commercial Division, on the Eastern Caribbean Supreme Court Electronic Litigation Portal (the "Portal") by the Claimant herein, The Bank of Nova Scotia. In order to access the Portal, you will need to obtain an authorization code.

PURSUANT TO CPR Rule 5.13, service of the Claim Form, Statement of Claim, Authorization Code and all other proceedings in this matter will be effected on you through advertisements in two issues of the Official Gazette and in two publications in a newspaper circulating in Saint Lucia.

IF YOU DESIRE to defend this action or to be heard you must, within twenty eight (28) days of the last publication file an Acknowledgment of Service. This proceedings can only be accessed through the Electronic Litigation Portal. If you do not have an attorney-at-law and need assistance in accessing the Portal, please contact the Service Bureau at the Registry of the High Court of Justice, La Place Carenage, Jeremie Street in the City of Castries in this Island.

IN DEFAULT of filing Acknowledgment of Service within the time stipulated, the court may hear the case in your absence without further notice and Judgment may be granted against you in favour of the Claimant.

A COPY of the Claim Form, Statement of Claim and Authorization Code can be obtained at 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 the 26th day of June, 2019.

FLOISSAC FLEMING & ASSOCIATES

Per: Danielia Chambers

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. SLUHCM2019/0052

BETWEEN:

THE BANK OF NOVA SCOTIA

and

KAREN ANTOINE

Claimant

Defendant

NOTICE

TO: - KAREN ANTOINE, whose last known address is Ciceron, Castries, Saint Lucia.

TAKE NOTICE that on 27th May 2019, a Claim was filed against you in the High Court of Justice (Saint Lucia) Commercial Division, on the Eastern Caribbean Supreme Court Electronic Litigation Portal (the "Portal") by the Claimant herein, The Bank of Nova Scotia. In order to access the Portal, you will need to obtain an authorization code.

PURSUANT TO CPR Rule 5.13, service of the Claim Form, Statement of Claim, Authorization Code and all other proceedings in this matter will be effected on you through advertisements in two issues of the Official Gazette and in two publications in a newspaper circulating in Saint Lucia.

IF YOU DESIRE to defend this action or to be heard you must, within twenty eight (28) days of the last publication file an Acknowledgment of Service. This proceedings can only be accessed through the Electronic Litigation Portal. If you do not have an attorney-at-law and need assistance in accessing the Portal, please contact the Service Bureau at the Registry of the High Court of Justice, La Place Carenage, Jeremie Street in the City of Castries in this Island.

IN DEFAULT of filing Acknowledgment of Service within the time stipulated, the court may hear the case in your absence without further notice and Judgment may be granted against you in favour of the Claimant.

A COPY of the Claim Form, Statement of Claim and Authorization Code can be obtained at 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 the 26th day of June, 2019.

FLOISSAC FLEMING & ASSOCIATES

Per: Danielia Chambers

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. SLUHCOM2019/0056

BETWEEN:

FIRSTCARIBBEAN INTERNATIONAL BANK
(BARBADOS) LIMITED

and

LISBERTH AUGUSTIN

Claimant

Defendant

NOTICE

TO: - LISBERTH AUGUSTIN, whose last known address was Grand Riviere, Gros Islet, Saint Lucia.

TAKE NOTICE that on 26th June 2019, a Claim was filed against you in the High Court of Justice (Saint Lucia) Commercial Division, on the Eastern Caribbean Supreme Court Electronic Litigation Portal (the "Portal") by the Claimant, FirstCaribbean International Bank (Barbados) Limited. In order to access the Portal, you will need an authorization code which is 9SobaL.

AND SERVICE pursuant to CPR Rule 5.13, of the Claim Form, Statement of Claim, Authorization Code and all other proceedings in this matter will be effected on you through advertisements in two issues of the Official Gazette and in two publications in a newspaper circulating in Saint Lucia.

IF YOU DESIRE to defend this action or to be heard you must, within twenty eight (28) days of the last publication file an Acknowledgment of Service. This proceedings can only be accessed through the Electronic Litigation Portal. If you do not have an attorney-at-law and need assistance in accessing the Portal, please contact the Service Bureau at the Registry of the High Court of Justice, La Place Carenage, Jeremie Street in the City of Castries in this Island.

IN DEFAULT of filing Acknowledgment of Service within the time stipulated, the court may hear the case in your absence without further notice and Judgment may be granted against you in favour of the Claimant.

A COPY of the Claim Form, Statement of Claim and Authorization Code can be obtained at 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 the 18th day of July, 2019.

FLOISSAC FLEMING & ASSOCIATES

Per: André McKenzie

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]