

ASSENTED ACT

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

No. 14 of 2022 — International Banks (Amendment) Act.

STATUTORY INSTRUMENTS

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

No. 102 of 2022 — Tourism Incentives (Bay Side Palace Inc.) Order.

No. 103 of 2022 — Tourism Stimulus and Investment (Moule A Chique Village) Order.

VACANCY NOTICES

GOVERNMENT OF SAINT LUCIA  
*Ministry of the Public Service, Home Affairs,  
Labour and Gender Affairs*

DEPARTMENT OF LABOUR

POST OF LABOUR COMMISSIONER

RESPONSIBILITIES AND RELATIONSHIPS

1. To provide direction and leadership in the administration of labour legislation, policies and standards, by fostering social dialogue; recommending preventative and conciliatory strategies; directing research and investigations; and ensuring adequate reporting, to promote statutory compliance, social justice and a harmonious industrial relations climate.
2. To manage assigned staff and resources to ensure work programmes are implemented in accordance with legislative and operational requirements and established labour practices.
3. Reports to the Minister on matters relating to the implementation of the Labour Act Chapter 16.04 of the revised laws of Saint Lucia.
4. Responds to the Labour Tribunal as required and liaises with the International Labour Organisation, other international organisations, employers' and employees' representative organisations, employers, employees and the general public on matters relating to work-in-progress.

DUTIES AND TASKS

1. Coordinates the implementation and administration of labour legislation, policies and standards by assessing labour-related matters to provide expert technical advice; promoting compliance through tripartite dialogue; and delegating authority as required to direct requisite investigations and inspections, to foster a harmonious industrial relations climate.
2. Leads and manages assigned staff through target setting, continuous dialogue, mentoring, coaching and assessment of individual staff performance to ensure effective performance management.
3. Assists in the monitoring and evaluation of the department's work programme by supporting strategic

planning exercises, continuously assessing work-in-progress and conducting consultation with relevant stakeholders/partners to ensure seamless and timely implementation of departmental objectives.

4. Reviews and analyses correspondence and other official documents to recommend appropriate action and ensure outgoing correspondence conforms to established standards and procedures, to maintain consistency in policy advice and guidance.
5. Serves as adviser on a range of labour-related matters by undertaking and directing research and analysis, interpreting legislation and policies and preparing prescribed documentation to make recommendations to the Minister, social partners and other stakeholders, to foster consistency in the application of labour policies.
6. Recommends measures for the prevention or settlement of industrial disputes/labour infringements by guiding stakeholders on rights and obligations to promote compliance, deliberating on matters or directing to the Labour Tribunal, assessing risk levels associated with proposals and supervising the election of bargaining agents, to promote social justice and foster a harmonious labour relations climate.
7. Conducts hearings on complex labour issues in accordance with standard operating procedures through the assessment of preliminary reports, case notes and other documentation; undertaking requisite investigations; summoning parties to institute hearings/proceedings; and analysing claims to negotiate settlements/awards, towards ensuring due process in the deliberation of labour matters.
8. Leads research on labour-related matters by fostering stakeholder consultation; participating in the development of research protocols; and directing the dissemination of pre-approved information on labour market surveys, conditions of employment, labour inequalities, productivity and other related indicators, to enable occupational forecasting and facilitate data-driven policy.
9. Supervises the development, implementation and maintenance of proficient records management systems in accordance with standard operating

procedures, to ensure the retention and accessibility of robust labour-related data that serve the information needs of stakeholders, enable reporting obligations and promote accountability and transparency.

10. Ensures the formulation/enhancement of a public relations strategy for the implementation of strategic communication programmes by participating in the development of communication protocols and analysing broadcast content to ensure conformity with established standards and procedures and foster awareness of labour issues and consistency in policy advice.
11. Represents the Department on committees, conferences, meetings at the local, regional and international levels to articulate government's policy position and foster networking and alliances.
12. Establishes linkages with all relevant stakeholders through collaboration and networking at the local, regional and international levels, to enable information sharing, knowledge transfer and the identification of requisite resources to fulfill the mandate of the department.
13. Collaborates with stakeholders in the development and review of legislation, regulations, policies and standards to highlight deficits and make recommendations for improvements in the administration of labour legislation, in accordance with established practices.
14. Assists with the coordination of the annual budgetary process of the department through participation in budget planning meetings; and analysing and reviewing budget submissions for accuracy and to ensure that key objectives and activities for the upcoming budget year are reflected.
15. Prepares requisite reports, briefing notes, factsheets and other policy documents as prescribed, to enable a comprehensive review of set targets and labour policy objectives, permit the assessment of the decent work agenda, facilitate decision-making and promote accountability and transparency.
16. Facilitates continuous learning through training, workshops and meetings by applying effective training methodologies and presentation skills to build capacity in labour relations.
17. Initiates and designs training and learning plans for the Department in line with strategic priorities by identifying training gaps, conducting research and networking, to secure training opportunities and assistance, to enable continuous learning and develop capacity and a highly motivated team.
18. Performs any other job-related duties as may be assigned.

## CONDITIONS

1. Congenial accommodation is provided within a general administrative office.
2. Institutional support is provided through the Constitution of Saint Lucia, appropriate civil service rules and regulations, Estimates of Expenditure and Revenue, Finance (Administration) Act, Labour Act Chapter 16.04 of the revised laws of Saint Lucia, Collective Agreements, Standard Operating Procedures and other relevant supporting 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. May be required to work beyond the normal working hours.
5. Required to remain current on practices and developments in strategic management and leadership and labour related matters.
6. Required to demonstrate political acuity.
7. Required to exercise integrity, confidentiality and professionalism in the conduct of duties.
8. Functions in a scheduled travelling post with travel allowance in accordance with that stipulated in the terms and conditions of employment.
9. Required to own and maintain a motor vehicle for the proper performance of duties and to possess a valid driver's licence.
10. May be required to travel regionally and internationally in the conduct of duties.
11. Required to conduct duties in varying locations with exposure to possible volatile situations.
12. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.

## KNOWLEDGE, SKILLS AND ABILITIES

1. Expert knowledge of 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 the Labour Act Chapter 16.04 of the revised laws of Saint Lucia, Collective Agreements and Standard Operating Procedures.
3. Expert knowledge of, and ability to interpret and apply established labour principles and practices, including industrial relations, collective bargaining, grievance procedures and dispute resolution.
4. Advanced knowledge of, and ability to interpret and apply the Constitution of Saint Lucia, appropriate civil service rules and regulations, Estimates of Expenditure

- and Revenue, Finance (Administration) Act and other relevant supporting regulations and policy documents.
5. Expert leadership and management skills with the ability to inspire and motivate staff.
  6. Expert analytical and conceptualisation skills.
  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. Advanced numeracy, research, data collection and data analysis skills.
  12. Intermediate computer literacy skills; with the ability to manipulate software applications such as word processing, databases, spreadsheets, presentation programmes and a labour management information system.
  13. Ability to exercise judgment, tact, impartiality, decisiveness and clarity in the execution of duties.
  14. Ability to effectively develop and maintain working relationships with team members and other stakeholders.
  15. Ability to manage time in a fast paced environment, meet deadlines and remain calm under pressure.
  16. Ability to institute investigative techniques, hearings and other proceedings in assessing labour matters.
  17. Ability to analyse labour contracts and agreements to provide advice on labour matters.
  18. Intellectually acute, visionary, innovative and capable of translating ideas into policies.
5. Demonstrated knowledge of, and ability to institute labour market surveys.
  6. Demonstrated application of job knowledge and/or technical expertise relevant to the job, and quality of advice provided.
  7. Demonstrated leadership and management skills.
  8. Demonstrated analytical and conceptualisation skills.
  9. Demonstrated interpersonal skills and emotional intelligence.
  10. Demonstrated negotiation and mediation skills.
  11. Demonstrated effectiveness of oral and written communication, listening and presentation skills.
  12. Demonstrated business process management, organisational and project management skills.
  13. Demonstrated numeracy, research, data collection and data analysis skills.
  14. Demonstrated computer literacy skills.
  15. Demonstrated acceptance of responsibilities and authority of the post and ability to take effective decisions.
  16. Demonstrated ability to complete assignments and tasks as defined by performance targets.
  17. Demonstrated ability to remain current on practices and developments in strategic management and leadership and labour related matters.
  18. Demonstrated ability to exercise initiative, judgment, tact and diplomacy in the execution of duties.
  19. Demonstrated ability to effectively develop and maintain working relationships with team members and other stakeholders.
  20. Demonstrated ability to manage time in a fast paced environment, meet deadlines and remain calm under pressure.
  21. Demonstrated intellectual acuity and ability to be visionary and innovative.

#### **EVALUATION METHOD**

1. Demonstrated knowledge of 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 the Labour Act Chapter 16.04 of the revised laws of Saint Lucia., Collective Agreements and Standard Operating Procedures.
3. Demonstrated knowledge of, and ability to interpret and apply the Constitution of Saint Lucia, appropriate civil service rules and regulations, Estimates of Expenditure and Revenue, Finance (Administration) Act and other relevant supporting regulations and policy documents.
4. Demonstrated knowledge of, and ability to interpret and apply established labour principles and practices.

#### **QUALIFICATIONS AND EXPERIENCE**

1. Master's degree in Industrial/Labour Relations or a related field plus four (4) years Civil Service experience in a post at Grade 15 or above; or at least four (4) years relevant professional experience.

**OR**

2. Bachelors Degree plus Postgraduate Diploma in Industrial/Labour Relations or related field plus four (4) years Civil Service experience in a post at Grade 15 or above; or at least four (4) years relevant professional experience.

**SALARY**

Salary is at the rate of **EC \$103,194.00** per annum (Grade I9, Step I).

**HOW TO APPLY**

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**

**Applications are to reach the above address no later than August 12, 2022.**

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.**

*Ministry of Education, Sustainable Development,  
Innovation, Science, Technology and Vocational Training*

**POST OF CURRICULUM OFFICER III-  
NATURAL SCIENCE**

**JOB DESCRIPTION**

**JOB TITLE:** Curriculum Officer III- Natural Science

**CLASSIFICATION:** Grades 13

**REPORTS TO:** Education Officer – CAMDU

**SUPERVISES:** The processes of management of the subject curriculum.

**RELATIONSHIPS AND RESPONSIBILITIES**

1. Develops, implements, monitors and evaluates curriculum for Science at the primary and secondary schools.
2. Supervises and monitors instruction at the primary and secondary levels.
3. Identifies relevant books, resources and materials and makes recommendations to Education Officers and Principals.

**DUTIES AND TASKS**

1. 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, assessment 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 and 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. 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.
5. 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.
6. 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.
7. Assists with planning, vetting and implementing of internal assessment at primary and secondary schools by collaborating with the Educational Evaluation and Assessment Unit to ensure reliability and validity of examination.
8. Organizes activities and programmes by conducting needs analysis to organize training that would help to enhance instruction.
9. Provides leadership in the formation and operation of subject associations and groups by providing the relevant guidance and support to motivate those groups.
10. Prepares and submits weekly schedules, work plans and termly reports to Education Officer/CAMDU and a yearly work plan to the Deputy Chief Education Officer – Instruction for approval so as to ensure accountability.
11. Collaborates with external agencies in matters related to subject areas by submitting proposals and requests and conducts follow-up meetings to acquire needed support.
12. Represents the Ministry on committees relevant to the subject area both locally and overseas by attending meetings, workshops, symposiums whenever the opportunity arises.



13. 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.
  14. Liaises with Sir Arthur Lewis Community College on matters pertaining to Curriculum delivery by conducting guest lectures in different subject areas for effective delivery of Curriculum.
  15. Performs any other related duties as may be assigned from time to time.
2. demonstration of intention to work co-operatively with others and to be part of a team. Builds trust, inspires enthusiasm, resolves conflict and develops 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 as measured by 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 assignments as defined in the Job Description.

### **CONDITIONS**

1. Accommodation provided in a 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 approved rates established by the Government of St. Lucia.
5. The officer will be required to attend regular staff 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 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.

### **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);

### **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. Sound decision-making skills including analytic and problem solving skills.
7. Working knowledge of education theory and practice including modalities of instruction.
8. 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.
9. Ability to check and/or monitor work quality and process, by insisting on standards and accountability for meeting performance measures.
10. Ability to effectively relate to internal and external customers.
11. Ability to exercise sound analytical skills, judgement and to adopt appropriate solutions.
12. Ability to establish and maintain effective working relationships with peers and other stakeholders.

### **QUALIFICATIONS AND EXPERIENCE**

The candidate should possess the following:

A Master's Degree in Curriculum Development or Instructional Design plus a Bachelor's Degree in Natural Science plus five (5) years teaching experience as a trained teacher.

**SALARY**

Salary is at a rate of EC\$60,083.74 per annum (Grade 13, Step 1).

**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 Act Chapter 15.02.

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.

**HOW TO APPLY**

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 Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

*Government of Saint Lucia  
Ministry of Education, Sustainable Development,  
Innovation, Science, Technology and Vocational Training*

**POST OF EDUCATION OFFICER III –  
DISTRICT II**

**OFFICE IDENTIFICATION**

**JOB TITLE:** Education Officer III

**DEPARTMENT:** District II

**CLASSIFICATION:** Grade 17

**REPORTS TO:** Chief Education Officer

**SUPERVISES:** Staff in the District Office and Principals of respective district

**RELATIONSHIPS AND RESPONSIBILITIES**

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

**DUTIES AND TASKS**

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

6. Assists schools in obtaining the necessary curricula, curriculum materials and other documents essential to the planning and effective delivery of instruction;
  7. Initiates, organizes and assists with the development and delivery of appropriate in-service and orientation training programmes for principals and staff to help strengthen the capacities to effectively manage instruction at schools;
  8. Develops, implements and evaluates a District Improvement Plan by collaborating with relevant stakeholders to ascertain that the District has strategic focus that will assist in achieving the Department of Education's goals;
  9. Keeps a log of school visits, termly reports and annual progress reports on the officer's programme of activities and submits to the Chief Education Officer for sound decision making;
  10. Assists principals in formulating and evaluating annual performance objectives and plans by providing guidance and making the necessary recommendations for school development and improvement;
  11. Co-ordinates annual performance reviews of schools within the District through dialogue with principals and staff and submits reports to the Chief Education Officer for informed decision making;
  12. Works closely with other team members to prepare annual budget for the District by incorporating the yearly activities in order to adopt a clear understanding of what the District intends to achieve;
  13. Advises the Ministry on resources and other material needs of schools to ensure that all schools have the required resources that will enhance the teaching/learning process resulting in greater student achievement;
  14. Harness support from the community for the further development of the school;
  15. Performs other duties as may be assigned from time to time by the Permanent Secretary, Chief Education Officer and Head of Department.
4. The officer will be required to maintain a motor vehicle to function in a scheduled travelling post and is expected to be in the field;
  5. The officer will receive a travelling allowance in accordance with approved rates established by the Government of Saint Lucia;
  6. The officer is required to attend regular Heads of Department meetings and to report on the progress of the District;
  7. Salary will be paid in accordance with the terms stipulated by the Government in the Estimates/Collective Agreement and is liable to taxation in accordance with the Income Tax Act Chapter 15.02;
  8. Institutional support will be provided through the appropriate Civil Service and Teaching Service Regulations, Statutory Instruments and Departmental Guidelines;
  9. Vacation leave will be provided in accordance with existing rules and regulations governing the Public Service;
  10. Opportunities exist for personal development and career advancement through established orientation and in-service training (workshops, seminars, orientation courses);
  11. Housing, free medical attention and medicine will not be provided.

**KNOWLEDGE SKILLS AND ABILITIES**

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

**EVALUATION METHOD**

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

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

**QUALIFICATION AND EXPERIENCE**

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

- A Master's Degree in Educational Administration or a related field, **plus** a Bachelor's Degree in Educational Administration, or related field, plus three (3) years experience in an administrative position with responsibility for the management of an Education Division, Primary or Secondary School, Planning or Curriculum;

**OR**

- A Master's Degree in Educational Administration or a related field, **plus** five (5) years experience in an administrative position with responsibility for the management of an Education Division, Primary or Secondary School, Planning or Curriculum;

**Plus** a Trained Teachers' Teacher.

**Proficient in the use of Information Communication Technologies (ICT) integration for instructions learning.**

**SALARY**

Salary is at a rate of EC\$75,761.98 per annum (Grade 17, Step 1).

**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 Act Chapter 15.02.

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.**

**HOW TO APPLY**

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 Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

*Government of Saint Lucia  
Ministry of Education, Sustainable Development,  
Innovation, Science, Technology and Vocational Training*

**POST OF  
EDUCATION OFFICER III – DISTRICT V**

**OFFICE IDENTIFICATION**

**JOB TITLE:** Education Officer III



**DEPARTMENT:** District V

**CLASSIFICATION:** Grade 17

**REPORTS TO:** Chief Education Officer

**SUPERVISES:** Staff in the District Office and Principals of respective district

**RELATIONSHIPS AND RESPONSIBILITIES**

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

**DUTIES AND TASKS**

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

8. Develops, implements and evaluates a District Improvement Plan by collaborating with relevant stakeholders to ascertain that the District has strategic focus that will assist in achieving the Ministry of Education's goals;
9. Keeps a log of school visits, termly reports and annual progress reports on the officer's programme of activities and submits to the Chief Education Officer for sound decision making;
10. Assists principals in formulating and evaluating annual performance objectives and plans by providing guidance and making the necessary recommendations for school development and improvement;
11. Co-ordinates annual performance reviews of schools within the District through dialogue with principals and staff and submits reports to the Chief Education Officer for informed decision making;
12. Works closely with other team members to prepare annual budget for the District by incorporating the yearly activities in order to adopt a clear understanding of what the District intends to achieve;
13. Advises the Ministry on resources and other material needs of schools to ensure that all schools have the required resources that will enhance the teaching/learning process resulting in greater student achievement;
14. Harness support from the community for the further development of the school;
15. Performs other duties as may be assigned from time to time by the Permanent Secretary, Chief Education Officer and Head of Department.

**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 high level of integrity, confidentiality, honest and trust at all times;
4. The officer will be required to maintain a motor vehicle to function in a scheduled travelling post and is expected to be in the field;
5. The officer will receive a travelling allowance in accordance with approved rates established by the Government of Saint Lucia;
6. The officer is required to attend regular Heads of Department meetings and to report on the progress of the District;

7. Salary will be paid in accordance with the terms stipulated by the Government in the Estimates/Collective Agreement and is liable to taxation in accordance with the Income Tax Act Chapter 15.02;
8. Institutional support will be provided through the appropriate Civil Service and Teaching Service Regulations, Statutory Instruments and Departmental Guidelines;
9. Vacation leave will be provided in accordance with existing rules and regulations governing the Public Service;
10. Opportunities exist for personal development and career advancement through established orientation and in-service training (workshops, seminars, orientation courses);
11. Housing, free medical attention and medicine will not be provided.

#### KNOWLEDGE SKILLS AND ABILITIES

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

#### EVALUATION METHOD

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

1. Impact of training programmes designed and implemented;
2. Effectiveness and quality of supervision and monitoring provided in the programme of instruction in schools and in the resolution of problems related to the general operation of schools;

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

#### QUALIFICATION AND EXPERIENCE

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

- A Master's Degree in Educational Administration or a related field, **plus** a Bachelor's Degree in Educational Administration, or related field, plus three (3) years experience in an administrative position with responsibility for the management of an Education Division, Primary or Secondary School, Planning or Curriculum;

**OR**

- A Master's Degree in Educational Administration or a related field, **plus** five (5) years experience in an administrative position with responsibility for the management of an Education Division, Primary or Secondary School, Planning or Curriculum;

**Plus** a Trained Teachers' Teacher.

**Proficient in the use of Information Communication Technologies (ICT) integration for instructions learning.**

#### SALARY

**Salary is at a rate of EC\$75,761.98 per annum (Grade 17, Step 1).**

#### 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 Act Chapter 15.02.

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.

#### HOW TO APPLY

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 Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

*Government of Saint Lucia  
Ministry of Education, Sustainable Development,  
Innovation, Science, Technology and Vocational Training*

#### **POST OF EDUCATION OFFICER I – NATIONAL ENRICHMENT AND LEARNING UNIT (NELU)**

#### **OFFICE IDENTIFICATION**

**JOB TITLE:** Education Officer I

**DEPARTMENT:** National Enrichment and Learning Unit (NELU)

**CLASSIFICATION:** Grade 15

**REPORTS TO:** Education Officer III (NELU)

**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, Centre Coordinators, Facilitators, Janitors employed by The NELU, 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 co-ordinators and facilitators 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 and any other programme/project implemented by The NELU 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. Assists in establishing new Centres by consulting with personnel from communities or establishments in conducting evaluations and needs assessments for the potential Centres to determine which programmes are appropriate and would cater to the needs of the community or establishment;
13. Performs other duties as may be assigned from time to time by the Permanent Secretary, Chief Education Officer and Head of Department.

### CONDITIONS

1. Congenial accommodation is provided within a general administrative office.
2. Institutional support is provided through appropriate civil service regulations, departmental guidelines, standard operating procedures, Finance (Administration) Act and supporting regulations.
3. Opportunities exist for personal development.
4. 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 and contributes to the implementation of programmes/projects;
5. Required to be present on the job and on time for work, meetings, and other official activities and work beyond normal working hours, holidays, weekends, official functions.
6. Required to exercise a high degree of integrity, confidentiality and professionalism in the conduct of duties; required to demonstrate a high level of political acuity.
7. Functions in a scheduled traveling post with travel allowance provided.
8. Required to maintain a motor vehicle for the proper performance of duties.
9. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.
10. Vacation leave will be provided in accordance with existing rules and regulations governing the Public Service;
11. Housing, free medical attention and medicine will not be provided.

### KNOWLEDGE SKILLS AND ABILITIES

1. 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;
2. Ability to check and/or monitor work quality and process, by insisting on standards and accountability for meeting performance measures;
3. A progressive attitude and professional demeanour;
4. Demonstration of a high level of confidentiality;
5. A working knowledge of the Saint Lucia education system; familiarity with the Economic reviews and research documents on the education system of Saint Lucia and education systems of the Organization of Eastern Caribbean States (OECS) and beyond;
6. Competent in the use of computer applications;
7. Research on best practices;
8. Ability to take and give advice and work as part of a team;
9. General administrative, human relations and clinical supervisory skills;
10. Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
11. Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
12. Decisiveness, soundness of judgment and success in issuing directives.

### 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 counterparts/colleagues



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.

### QUALIFICATION AND EXPERIENCE

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

- A Master's Degree in Adult Education or a related field, **plus** a Post Graduate Diploma/Certificate, **plus** five (5) years' experience in a supervisory or administrative position with responsibility for the management of a Division of primary or secondary school, **plus** five (5) years' experience as a **Qualified** Teacher;

OR

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

OR

- Bachelor's Degree in Adult Education or a related field, **plus** a Post Graduate Diploma **plus** five (5) years' experience in a supervisory or administrative position with responsibility for the management of a Division of primary or secondary school, **plus** ten (10) years' experience as a **Qualified** Teacher;

**Proficient in the use of Information Communication Technologies (ICT) integration for instructions learning.**

### SALARY

Salary is at a rate of EC\$67,776.73 per annum (Grade 15, Step 1).

### 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 Act Chapter 15.02.

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.**

### HOW TO APPLY

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 Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

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**POST OF  
EDUCATION OFFICER – TECHNICAL  
VOCATIONAL EDUCATION TRAINING (TVET)**

### OFFICE IDENTIFICATION

**JOB TITLE:** Education Officer III – Technical Vocational Education Training

**DEPARTMENT:** Technical Vocational Education Training (TVET) Unit

**CLASSIFICATION:** Grade 17

**REPORTS TO:** Chief Education Officer

**SUPERVISES:** Staff in the Technical Vocational Education Training (TVET) Unit

### RELATIONSHIPS AND RESPONSIBILITIES

1. Works closely with TVET teachers, principals, TVET Council, TVET Teachers' Association and private sector agencies on matters relevant to the implementation of delivery of TVET.

2. Co-ordinates Technical Vocational and Educational Training at the national level by managing the work of the TVET Unit.
3. Manages the establishment and continuous improvement of a Quality Assurance System for the certification of TVET.

**DUTIES AND TASKS**

1. Responds to requests from principals for assistance by providing advice and guidance on TVET curriculum in schools and other issues to ensure effective implementation and delivery of TVET in schools;
2. Works with and visits TVET agencies (schools, SALCC, NSDC, CARE, NELU and private) in the resolution of problems related to the development and implementation of TVET at the national level by providing the necessary guidance and direction;
3. Effects the activities planned by the TVET Council through processes that have been established in quality assurance, assessment and validation of standards to ensure a quality TVET system;
4. Maintains appropriate linkages with regional and international agencies for TVET (CANTA, CARICOM, UNESCO, ILO, CXC) by liaising with them and actively participating in work activities carried out within the region to enhance the development and delivery of appropriate TVET education;
5. Manages the work of staff members of the TVET Unit through monitoring and supervision to ensure that the objective of the Unit are met;
6. Organizes training programmes for teachers involved in the implementation of TVET curriculum through collaboration with external agencies and the Saint Lucia TVET Teachers' Association to help strengthen teachers' capacity to effectively deliver the TVET curriculum in schools;
7. Monitors the development and implementation of TVET curriculum by involving teachers with appropriate background and training in TVET to ensure relevance and appropriateness of the curriculum for use in the TVET system;
8. Advises on the instructional, staffing equipment and material needs of schools with respect to the TVET curriculum by liaising with principals, teachers and TVET department heads to provide instructional support;
9. Manages the establishment of a national framework for TVET by ensuring that the required resources are in place and in keeping with National TVET Policy and meet both regional and international standards;

10. Works with other relevant agencies in the conduct of periodic Labour Market Needs Analysis by consulting with external personnel and conducting surveys to provide current skills needs so as to guide the formulation of TVET programmes;
11. Advises on and assists the Ministry in the development of appropriate policy on governance structure by providing the relevant guidance and direction;
12. Works closely with TVET Teachers' Association and TVET Council by actively participating in meetings, planning activities and work in session to provide support for the accomplishment of the objectives of the TVET Unit;
13. Provides support for planning improvement in student performance by providing feedback on examination results to ensure weaknesses are adequately addressed;
14. Encourages and facilitates business community involvement through participation in Industry Advisory Committees in order to ensure that training is relevant to the industry;
15. Liaises with the Sir Arthur Lewis Community College and other training institutions like NSDC, CARE and NRDF on matters pertaining to TVET in the school system; in particular, to ensure that there is adequate articulation or programmes between schools and other training institutions;
16. Co-ordinates annual performance reviews of schools within the District through dialogue with principals and staff and submits reports to the Chief Education Officer for informed decision making;
17. Performs any other related duties as may be assigned from time to time.

**CONDITIONS**

1. Accommodation provided in a general administrative office;
2. The processes of the Unit will be carried out on the basis of team work. The officer will be expected to be an active team member who understands all the processes of the TVET Unit;
3. The officer will be required to maintain a high level of integrity, confidentiality, honesty and trust at all times;
4. The officer will be required to maintain a motor vehicle to function in a scheduled travelling post and is expected to be in the field at all times;
5. The officer will receive a travelling allowance in accordance with the approved rates established by the Government of Saint Lucia;

6. The officer is required to visit and liaise with schools and relevant TVET agencies throughout the island;
  7. The officer will be required to conduct audits/assessments at job sites;
  8. Salary will be paid in accordance with the terms stipulated by the Government in the Estimates of Expenditure or Collective Agreement and is liable to taxation in accordance with the Income Tax Ordinance;
  9. Institutional support will be provided through appropriate Civil Service and Teaching Service Regulations, Statutory Instrument and Department Guidelines;
  10. Vacation Leave will be provided in accordance with existing rules and regulations governing the Public Service;
  11. Housing, free medical attention and medicine will not be provided.
2. Quality of advice given in instituting a comprehensive TVET programme in schools and in the resolution of problems related to the development and implementation of TVET at the national level;
  3. Quality of audits/assessments conducted at job sites;
  4. Effectiveness and quality of supervision and monitoring provided in the development and implementation of the TVET Curriculum;
  5. Capability to maintain appropriate linkages with regional and international agencies for TVET;
  6. Capability to maintain quality assurance within the TVET Certification System;
  7. Timely completion and quality of reports generated;
  8. Working knowledge, understanding, and effective application of Civil Service Rules and Regulations;
  9. Compliance with departmental, Ministry's guidelines and standard operating procedures;
  10. Effective implementation of duties, responsibilities and assignments as defined in the Job Description.

#### KNOWLEDGE, SKILLS AND ABILITIES

1. A progressive attitude and professional demeanour;
2. Sound decision making skills including analytic and problem solving skills;
3. Sound leadership managerial and supervisory skills;
4. Thorough knowledge of the TVET environment: national and regional;
5. Sound knowledge of the Standard Operating Procedures contained in the Ministry's Operation Manual;
6. Ability to maintain a high standard of ethics, honesty and integrity and exercise good judgement in carrying out the goals and objectives of the Unit;
7. Ability to exercise sound judgement in adopting appropriate solutions;
8. Ability to effectively manage and supervise the budget and activities/programmes of the TVET Unit;
9. Ability to motivate, counsel and mentor staff;
10. Ability to establish and maintain effective linkages with both internal and external customers;
11. Ability to effectively communicate both orally and in writing.

#### EVALUATION METHOD

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

1. Impact of training programmes designed and implemented;

#### QUALIFICATION AND EXPERIENCE

The candidates should possess **one** of the following:

- A Master's Degree in Technical Vocational Education, **plus** Certificate/Diploma in Education, **plus** five (5) years experience in Administration or five (5) years as Principal II;

**OR**

- A Master's Degree in Technical Vocational Education or related field, **plus** five (5) years experience in Administration or seven (7) years as Principal II;

**OR**

- A Bachelor's Degree in Technical Vocational Education, **plus** a Post Graduate Diploma, **plus** five (5) years experience in Administration or ten (10) years as Principal II;

**Proficient in the use of Information Communication Technologies (ICT) integration for instructions learning.**

#### SALARY

Salary is at a rate of EC\$75,761.98 per annum (Grade 17, Step 1).

#### 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 Act Chapter 15.02.

Applications **MUST** be accompanied by verified copies of **ALL** certificates and transcripts from the relevant

institutions. **Two confidential testimonials are required – one of which should be from the former/current 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.**

#### HOW TO APPLY

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 Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

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#### **POST OF PRINCIPAL I – PRIMARY EDUCATION**

#### **OFFICE IDENTIFICATION**

**JOB TITLE:** Principal I

**DEPARTMENT:** Primary Education – Canaries Infant School

**CLASSIFICATION:** Grade 14

**REPORTS TO:** Principal and responds 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 school is administered in a proper and efficient manner.
3. Supervises and supports vice principal, teachers, students, administrative 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 Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training;
  18. Ensures that student records are complete and current;
  19. Furnishes progress reports on the performance of the school at the end of every term to the Education Officer with responsibility for the district;
  20. Keeps accurate records of information technology initiatives and resources;
  21. Initiates relevant training as per new information technology developments;
  22. Supervises instruction using digital media tools;
  23. Report on innovative and creative instructional delivery;
  24. Performs other duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.
6. Opportunities exist for personal development and career advancement through established orientation and in-service training (workshops, seminars, orientation courses);
  7. Housing, free medical attention and medicine will not be provided.

**KNOWLEDGE SKILLS 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, Sustainable Development, Innovation, Science, Technology and Vocational Training;
3. Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.
4. 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 Act Chapter 15.02;
5. Institutional support will be provided through the appropriate Civil Service and Teaching Service Regulations, Statutory Instruments and Departmental Guidelines;

**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, Sustainable Development, Innovation, Science, Technology and Vocational Training; and
8. Effective implementation of duties, responsibilities and assignments as defined in the job description.

### QUALIFICATION AND EXPERIENCE

The candidates should possess a Bachelor's degree in the following:

- Educational Administration or a related field, **plus** Certificate/Diploma in Education;

**Plus** a Trained Teachers' Certificate

**Proficient in the use of Information Communication Technologies (ICT) integration for instructions learning.**

### SALARY

Salary is at a rate of EC\$63,784.17 per annum (Grade 14, Step 1).

### 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 Act Chapter 15.02.

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.**

### HOW TO APPLY

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 Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

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### POST OF PRINCIPAL III – SECONDARY EDUCATION

### OFFICE IDENTIFICATION

**JOB TITLE:** Principal III

**DEPARTMENT:** Secondary Education – Vieux Fort Comprehensive Secondary School

**CLASSIFICATION:** Grade 16

**REPORTS TO:** Principal and responds 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 school is administered in a proper and efficient manner.
3. Supervises and supports vice principal, teachers, students, administrative 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 Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training;
18. Ensures that student records are complete and current;
19. Furnishes progress reports on the performance of the school at the end of every term to the Education Officer with responsibility for the district;
20. Keeps accurate records of information technology initiatives and resources;
21. Initiates relevant training as per new information technology developments;
22. 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, Sustainable Development, Innovation, Science, Technology and Vocational Training;
3. Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.
4. 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 Act Chapter 15.02;
5. Institutional support will be provided through the appropriate Civil Service and Teaching Service Regulations, Statutory Instruments and Departmental Guidelines;
6. Opportunities exist for personal development and career advancement through established orientation and in-service training (workshops, seminars, orientation courses);
7. Housing, free medical attention and medicine will not be provided.

### **KNOWLEDGE SKILLS 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.

**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, Sustainable Development, Innovation, Science, Technology and Vocational Training; and
8. Effective implementation of duties, responsibilities and assignments as defined in the job description.

**QUALIFICATION AND EXPERIENCE**

The candidates should possess **one** of 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;

**Proficient in the use of Information Communication Technologies (ICT) integration for instructions learning.**

**SALARY**

Salary is at a rate of EC\$71,769.42 per annum (Grade 16, Step 1).

**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 Act Chapter 15.02.

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.**

**HOW TO APPLY**

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 Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>



*Government of Saint Lucia  
Ministry of Education, Sustainable Development,  
Innovation, Science, Technology and Vocational Training*

**SECONDARY EDUCATION  
CURRICULUM IMPLEMENTATION –  
SOUFRIERE COMPREHENSIVE  
SECONDARY SCHOOL**

**JOB DESCRIPTION**

**JOB TITLE:** School Guidance Counsellor III

**CLASSIFICATION:** Grade 14

**REPORTS TO:** District VIII Guidance Counsellor

**SUPERVISES:** N/A

**RESPONSIBILITIES AND RELATIONSHIPS:**

1. Provides a comprehensive developmental preventative counselling programme to address the academic, career and personal/social development of students in order to enhance the learning process.
2. Facilitates the support system for students by working in collaboration with all stakeholders including: school personnel, parents/guardians, other professionals, social and other agencies.
3. Reports to the School Principal as necessary.

**DUTIES AND TASKS:**

1. Develops and manages the school guidance and counselling plan that is based on student needs and assess the efficacy of the programmes implemented to foster student development.
2. Provides individual and group counselling services for primary school students through direct interaction with the students within the Education District so as to meet the needs of students (e.g. social, behavioural, emotional, educational and career).
3. Conducts classroom guidance sessions at primary schools within the Education district to meet student developmental needs.
4. Consults with school personnel and other professionals, parents/guardians, social and other agencies through one-on-one or group sessions, to effectively address student issues.
5. Organizes and executes career guidance education and supporting activities to enhance students' school-to-work transition.
6. Demonstrates appropriate case management and treatment planning to reflect assessment reports, treatment goals, interventions used and progress notes.

7. Maintains records and ensures that student information and documents are kept confidential so as to ensure accuracy, confidentiality and reliability of the information.
8. Initiates referral of students by preparing the appropriate forms, documents or letters to the appropriate services or agencies as necessary, to address the needs of these students.
9. Ensures that all cases of abuse including abandonment and neglect are reported to the relevant authorities for appropriate action.
10. Advocates on behalf of students when appropriate to highlight issues that affect those students in an effort to make their lives easier.
11. Participates in crisis intervention/response activities in schools through collaboration with the District Counsellor, to ensure that appropriate measures are put in place.
12. Provides support to Health and Family Life Teachers through classroom sessions to more effectively deliver the HFLE programme.
13. Conducts staff development and parent education workshops to enable teachers and parents to work more effectively with the students.
14. Attends all scheduled meetings of counsellors to enhance both their personal and professional development.
15. Participates in professional development activities and maintains a professional development plan to guide self improvement.
16. Any other related duties that may be assigned from time to time.

**CONDITIONS:**

1. Accommodation provided in school (private office equipped with computer/printer, filing cabinet, telephone, executive chair and desk).
2. Salary is in accordance with the terms and conditions stipulated by Government in the Annual Estimates / Collective Agreement.
3. Institutional support provided through appropriate public service/teaching service regulations and Ministry Guidelines.
4. Opportunities exist for personal development and career advancement through established orientation and in service training.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. A working knowledge of and the ability to interpret and adhere to the Education Act 2005, Cap.18.01

of the Revised Laws of Saint Lucia and Teaching Service Rules and Regulations: Ministry's procedures, Staff Orders, Financial and Store Rules, Collective Agreements and other Operating Procedures.

2. Knowledge of the standard Operation Procedures contained in the Ministry's Operations Manual.
3. Knowledge of and the ability to interpret the Children and Young Persons Act 1972 and the Convention of the Rights of the Child 1993.
4. Knowledge of a range of counselling Theories and practices.
5. Capacity to work well with a range of individuals and to establish good rapport with stakeholders.
6. Knowledge of and sensitivity to multicultural issues.
7. Knowledge of legal and ethical issues pertaining to counselling.

#### QUALIFICATIONS AND EXPERIENCE:

Master's Degree in Guidance/School Counselling, Psychology, clinical Psychology or Social work from an accredited institution:

#### OR

Professional Degree in Guidance /School Counselling, Social Work or Psychology with at least 250 hours of supervised practicum:

1. Training and experience in individual and group counselling.
2. Experience in implementing didactic programmes in school counselling.

#### EVALUATION METHOD:

Work performance will be evaluated on the following basis:

1. Effectiveness of the Guidance and counselling programme at the school.
2. Proven knowledge of legal and ethical issues pertaining to counselling and ability to establish the limits of confidentiality.
3. Timely completion, accuracy and quality of work plans and reports.
4. Proven knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act.
5. Compliance with the Ministry of Education's Department Guidelines and Policies and Professional Code of Conduct.

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

#### SALARY

Salary is at a rate of EC\$63,784.17 per annum (Grade 14, Step 1).

#### 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 Act Chapter 15.02.

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.**

#### HOW TO APPLY

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 Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

Government of Saint Lucia  
Ministry of Education, Sustainable Development,  
Innovation, Science, Technology and Vocational Training

**SECONDARY EDUCATION  
CURRICULUM IMPLEMENTATION -  
BEANFIELD COMPREHENSIVE  
SECONDARY SCHOOL**

**JOB DESCRIPTION**

**JOB TITLE:** School Guidance Counsellor III

**CLASSIFICATION:** Grade 14

**REPORTS TO:** District VI Guidance Counsellor

**SUPERVISES:** N/A

**RESPONSIBILITIES AND RELATIONSHIPS:**

1. Provides a comprehensive developmental preventative counselling programme to address the academic, career and personal/social development of students in order to enhance the learning process.
2. Facilitates the support system for students by working in collaboration with all stakeholders including: school personnel, parents/guardians, other professionals, social and other agencies.
3. Reports to the School Principal as necessary.

**DUTIES AND TASKS:**

1. Develops and manages the school guidance and counselling plan that is based on student needs and assess the efficacy of the programmes implemented to foster student development.
2. Provides individual and group counselling services for primary school students through direct interaction with the students within the Education District so as to meet the needs of students (e.g. social, behavioural, emotional, educational and career).
3. Conducts classroom guidance sessions at primary schools within the Education district to meet student developmental needs.
4. Consults with school personnel and other professionals, parents/guardians, social and other agencies through one-on-one or group sessions, to effectively address student issues.
5. Organizes and executes career guidance education and supporting activities to enhance students' school-to-work transition.
6. Demonstrates appropriate case management and treatment planning to reflect assessment reports, treatment goals, interventions used and progress notes.

7. Maintains records and ensures that student information and documents are kept confidential so as to ensure accuracy, confidentiality and reliability of the information.
8. Initiates referral of students by preparing the appropriate forms, documents or letters to the appropriate services or agencies as necessary, to address the needs of these students.
9. Ensures that all cases of abuse including abandonment and neglect are reported to the relevant authorities for appropriate action.
10. Advocates on behalf of students when appropriate to highlight issues that affect those students in an effort to make their lives easier.
11. Participates in crisis intervention/response activities in schools through collaboration with the District Counsellor, to ensure that appropriate measures are put in place.
12. Provides support to Health and Family Life Teachers through classroom sessions to more effectively deliver the HFLE programme.
13. Conducts staff development and parent education workshops to enable teachers and parents to work more effectively with the students.
14. Attends all scheduled meetings of counsellors to enhance both their personal and professional development.
15. Participates in professional development activities and maintains a professional development plan to guide self improvement.
16. Any other related duties that may be assigned from time to time.

**CONDITIONS:**

1. Accommodation provided in school (private office equipped with computer/printer, filing cabinet, telephone, executive chair and desk).
2. Salary is in accordance with the terms and conditions stipulated by Government in the Annual Estimates / Collective Agreement.
3. Institutional support provided through appropriate public service/teaching service regulations and Ministry Guidelines.
4. Opportunities exist for personal development and career advancement through established orientation and in service training.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. A working knowledge of and the ability to interpret and adhere to the Education Act 2005, Cap.18.01

of the Revised Laws of Saint Lucia and Teaching Service Rules and Regulations: Ministry's procedures, Staff Orders, Financial and Store Rules, Collective Agreements and other Operating Procedures.

2. Knowledge of the standard Operation Procedures contained in the Ministry's Operations Manual.
3. Knowledge of and the ability to interpret the Children and Young Persons Act 1972 and the Convention of the Rights of the Child 1993.
4. Knowledge of a range of counselling Theories and practices.
5. Capacity to work well with a range of individuals and to establish good rapport with stakeholders.
6. Knowledge of and sensitivity to multicultural issues.
7. Knowledge of legal and ethical issues pertaining to counselling.

**QUALIFICATIONS AND EXPERIENCE:**

Master's Degree in Guidance/School Counselling, Psychology, clinical Psychology or Social work from an accredited institution:

**OR**

Professional Degree in Guidance /School Counselling, Social Work or Psychology with at least 250 hours of supervised practicum:

1. Training and experience in individual and group counselling.
2. Experience in implementing didactic programmes in school counselling.

**EVALUATION METHOD:**

Work performance will be evaluated on the following basis:

1. Effectiveness of the Guidance and counselling programme at the school.
2. Proven knowledge of legal and ethical issues pertaining to counselling and ability to establish the limits of confidentiality.
3. Timely completion, accuracy and quality of work plans and reports.
4. Proven knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act.
5. Compliance with the Ministry of Education's Department Guidelines and Policies and Professional Code of Conduct.

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

**SALARY**

Salary is at a rate of EC\$63,784.17 per annum (Grade 14, Step 1).

**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 Act Chapter 15.02.

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.**

**HOW TO APPLY**

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 Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>



*Government of Saint Lucia  
Ministry of Education, Sustainable Development,  
Innovation, Science, Technology and Vocational Training*

**SECONDARY EDUCATION  
CURRICULUM IMPLEMENTATION –  
CORINTH SECONDARY SCHOOL**

**JOB DESCRIPTION**

**JOB TITLE:** School Guidance Counsellor III

**CLASSIFICATION:** Grade 14

**REPORTS TO:** District I Guidance Counsellor

**SUPERVISES:** N/A

**RESPONSIBILITIES AND RELATIONSHIPS:**

1. Provides a comprehensive developmental preventative counselling programme to address the academic, career and personal/social development of students in order to enhance the learning process.
2. Facilitates the support system for students by working in collaboration with all stakeholders including: school personnel, parents/guardians, other professionals, social and other agencies.
3. Reports to the School Principal as necessary.

**DUTIES AND TASKS:**

1. Develops and manages the school guidance and counselling plan that is based on student needs and assess the efficacy of the programmes implemented to foster student development.
2. Provides individual and group counselling services for primary school students through direct interaction with the students within the Education District so as to meet the needs of students (e.g. social, behavioural, emotional, educational and career).
3. Conducts classroom guidance sessions at primary schools within the Education district to meet student developmental needs.
4. Consults with school personnel and other professionals, parents/guardians, social and other agencies through one-on-one or group sessions, to effectively address student issues.
5. Organizes and executes career guidance education and supporting activities to enhance students' school-to-work transition.
6. Demonstrates appropriate case management and treatment planning to reflect assessment reports, treatment goals, interventions used and progress notes.

7. Maintains records and ensures that student information and documents are kept confidential so as to ensure accuracy, confidentiality and reliability of the information.
8. Initiates referral of students by preparing the appropriate forms, documents or letters to the appropriate services or agencies as necessary, to address the needs of these students.
9. Ensures that all cases of abuse including abandonment and neglect are reported to the relevant authorities for appropriate action.
10. Advocates on behalf of students when appropriate to highlight issues that affect those students in an effort to make their lives easier.
11. Participates in crisis intervention/response activities in schools through collaboration with the District Counsellor, to ensure that appropriate measures are put in place.
12. Provides support to Health and Family Life Teachers through classroom sessions to more effectively deliver the HFLE programme.
13. Conducts staff development and parent education workshops to enable teachers and parents to work more effectively with the students.
14. Attends all scheduled meetings of counsellors to enhance both their personal and professional development.
15. Participates in professional development activities and maintains a professional development plan to guide self-improvement.
16. Any other related duties that may be assigned from time to time.

**CONDITIONS:**

1. Accommodation provided in school (private office equipped with computer/printer, filing cabinet, telephone, executive chair and desk).
2. Salary is in accordance with the terms and conditions stipulated by Government in the Annual Estimates / Collective Agreement.
3. Institutional support provided through appropriate public service/teaching service regulations and Ministry's Guidelines.
4. Opportunities exist for personal development and career advancement through established orientation and in service training.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. A working knowledge of and the ability to interpret and adhere to the Education Act 2005, Cap.18.01

of the Revised Laws of Saint Lucia and Teaching Service Rules and Regulations: Ministry's procedures, Staff Orders, Financial and Store Rules, Collective Agreements and other Operating Procedures.

2. Knowledge of the standard Operation Procedures contained in the Ministry's Operations Manual.
3. Knowledge of and the ability to interpret the Children and Young Persons Act 1972 and the Convention of the Rights of the Child 1993.
4. Knowledge of a range of counselling Theories and practices.
5. Capacity to work well with a range of individuals and to establish good rapport with stakeholders.
6. Knowledge of and sensitivity to multicultural issues.
7. Knowledge of legal and ethical issues pertaining to counselling.

#### **QUALIFICATIONS AND EXPERIENCE:**

Master's Degree in Guidance/School Counselling, Psychology, clinical Psychology or Social work from an accredited institution:

#### **OR**

Professional Degree in Guidance /School Counselling, Social Work or Psychology with at least 250 hours of supervised practicum:

1. Training and experience in individual and group counselling.
2. Experience in implementing didactic programmes in school counselling.

#### **EVALUATION METHOD:**

Work performance will be evaluated on the following basis:

1. Effectiveness of the Guidance and counselling programme at the school.
2. Proven knowledge of legal and ethical issues pertaining to counselling and ability to establish the limits of confidentiality.
3. Timely completion, accuracy and quality of work plans and reports.
4. Proven knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act.
5. Compliance with the Ministry of Education's Department Guidelines and Policies and Professional Code of Conduct.

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

#### **SALARY**

Salary is at a rate of EC\$63,784.17 per annum (Grade 14, Step 1).

#### **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 Act Chapter 15.02.

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.**

#### **HOW TO APPLY**

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 Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

*Government of Saint Lucia  
Ministry of Education, Sustainable Development,  
Innovation, Science, Technology and Vocational Training*

**POST OF DISTRICT GUIDANCE  
COUNSELLOR – DISTRICT II**

**JOB DESCRIPTION**

**JOB TITLE:** District Guidance Counsellor – District II

**CLASSIFICATION:** Grade 15

**REPORTS TO:** Coordinator Guidance Counselling

**SUPERVISES:** School Guidance Counsellors

**RESPONSIBILITIES AND RELATIONSHIPS:**

1. Provides a comprehensive developmental preventative counselling programme to address the academic, career and personal/social development of students in order to enhance the learning process.
2. Facilitates the support system for students by working in collaboration with all stakeholders including: school personnel, parents/guardians, other professionals, social and other agencies.
3. Supervises the School Guidance Counsellors within the Education District and reports to the District Education Officer where necessary.

**DUTIES AND TASKS:**

1. Develops and manages the Primary School District Guidance and Counselling plan that is based on student needs and assesses the efficacy of the programmes implemented to foster student development.
2. Provides individual and group counselling services for primary school students through direct interaction with the students within the Education District so as to meet the needs of students (e.g. social, behavioural, emotional, educational and career).
3. Conducts classroom guidance sessions at primary schools within the Education district to meet student developmental needs.
4. Consults with school personnel and other professionals, parents/guardians, social and other agencies through one-on-one or group sessions, in order to effectively address student issues.
5. Supervises and evaluates school counsellors and provides assistance, guidance and leadership to them to identify additional continuing education opportunities for them.
6. Demonstrates appropriate case management and treatment planning to reflect assessment reports, treatment goals, interventions used and progress notes.

7. Maintains records and ensures that student information and documents are kept confidential so as to ensure accuracy, confidentiality and reliability of the information.
8. Initiates referral of students by preparing the appropriate forms, documents or letters to the appropriate services or agencies as necessary, to address the needs of these students.
9. Ensures that all cases of abuse including abandonment and neglect are reported to the relevant authorities for appropriate action.
10. Coordinates all crisis intervention activities within the Education District through collaboration with the Co-ordinator – Guidance Counselling, to ensure that appropriate measures are put in place.
11. Organizes and executes career guidance education and supporting activities through various school visits within the Education District in order to enhance students' school-to-work transition.
12. Advocates on behalf of students when appropriate to highlight issues that affect those students in an effort to make their lives easier.
13. Assists in training of Health and Family Life Education Teachers through workshops or in-class demonstrations to more effectively deliver the HFLE programme.
14. Conducts staff/professional development and parent education workshops within the Education District to enable them to work more effectively with students.
15. Facilitates in-service training programmes to address the professional development of school counsellors.
16. Attends all scheduled meetings of counsellors and other meetings, conferences and workshops upon written invitation from the Ministry of Education to enhance both their personal and professional development.
17. Participates in professional development activities and maintains a professional development plan to guide self improvement.
18. Any other related duties that may be assigned from time to time.

**CONDITIONS:**

1. Accommodation provided in Education District office (private office equipped with computer/printer, filing cabinet, bookshelf, telephone, executive chair and desk).
2. Functions in a scheduled travelling post and will receive basic travel allowance in accordance with approved rates.

3. Required to maintain a motor vehicle for the proper performance of duties.
4. Institutional support provided through appropriate public service/teaching service regulations and Ministry Guidelines.
5. Opportunities exist for personal development and career advancement through established orientation and in service training.
6. Salary is in accordance with the terms and conditions stipulated by Government in the Annual Estimates / Collective Agreement.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. A working knowledge of and the ability to interpret and adhere to the Education Act No. 41 of 1999 and Teaching Service Rules and Regulations: Ministry's procedures, Staff Orders, Financial and Store Rules, Collective Agreements and other Operating Procedures.
2. Knowledge of the standard Operation Procedures contained in the Ministry's Operations Manual.
3. Knowledge of and the ability to interpret the Children and Young Persons Act 1972 and the Convention of the Rights of the Child 1993.
4. Knowledge of a range of counselling Theories and practices.
5. Ability to impart life skills training.
6. Capacity to work well with a range of individuals and to establish good rapport with stakeholders.
7. Knowledge of and sensitivity to multicultural issues.
8. Knowledge of legal and ethical issues pertaining to counselling.

**QUALIFICATIONS AND EXPERIENCE:**

Master's Degree in Guidance/School Counselling, Psychology, clinical Psychology or Social work from an accredited institution with at least five years in a supervisory position.

**OR**

Master's Degree in Guidance/School Counselling, Psychology, clinical Psychology or Social work from an accredited institution with at least three years as a school counsellor with extensive supervised experience in the area of school counselling.

1. Training in clinical supervision in the area of counselling.
2. Training and experience in individual and group counselling.

3. Experience in implementing didactic programmes in school counselling.

**EVALUATION METHOD:**

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

1. Effectiveness of the Guidance and counselling programme within the Education District.
2. Proven knowledge of legal and ethical issues pertaining to counselling and ability to establish the limits of confidentiality.
3. Timely completion, accuracy and quality of work plans and reports.
4. Proven knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act.
5. Compliance with the Ministry of Education's Department Guidelines and Policies and Professional Code of Conduct.
6. Effective implementation of duties, responsibilities and assignments defined in job description.
7. Level of cooperation and willingness to work as a team.

**SALARY**

Salary is at a rate of EC\$67,776.73 per annum (Grade 15, Step 1).

**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 Act Chapter 15.02.

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.**



### HOW TO APPLY

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 Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

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## NOTICES

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### APPOINTMENT TO THE PUBLIC SERVICE COMMISSION

HIS EXCELLENCY the Acting Governor-General pursuant to Section 85(1) of the Constitution of Saint Lucia has appointed Mr. Wibert King to be a Member of the Public Service Commission for a period of three years, with effect from June 13<sup>th</sup> 2022.

*GOVERNMENT HOUSE  
SAINT LUCIA  
July 27, 2022*

Dated this 25<sup>th</sup> day of July 2022.

*LESTER D. MARTYR  
Registrar  
International Business Companies*

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### NOTICE OF COMPANY IN DISSOLUTION

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

#### **RUSHBROOK LTD. 2022-00131**

TAKE NOTICE that the International Business Company RUSHBROOK LTD. 2022-00131, which was incorporated on July 12, 2022, has registered its articles of dissolution.

TAKE NOTICE that the commencement date of the dissolution of the above-named company is 25<sup>th</sup> July 2022, and that the name and address of the liquidator is as follows:

RHORY MC NAMARA  
RDM Chambers  
Rodney Bay  
Gros Islet  
ST. LUCIA

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### SAINT LUCIA BANANA CORPORATION (IN VOLUNTARY LIQUIDATION)

COMPANY NO 53 OF 1998

### NOTICE OF GENERAL MEETING PURSUANT TO ARTICLE 446 OF THE COMPANIES ACT CAP 13.01 OF THE REVISED EDITION OF THE LAWS OF SAINT LUCIA

BY ORDER OF OMAR DAVIS - LIQUIDATOR  
TAKE NOTICE that there will be the Final General Meeting of the Shareholders of the SAINT LUCIA BANANA CORPORATION (IN VOLUNTARY LIQUIDATION) COMPANY NO 53 of 1988 on the 28<sup>th</sup> day of August 2022 at the Mon Repos Combined School at 3:00 p.m. for the purpose of the Liquidator presenting the Audited Accounts of the Voluntary Liquidation as required under the Companies Act.

Dated this 25<sup>th</sup> day of July, 2022.

*OMAR DAVIS  
Liquidator*

*National Emergency Management Organization  
(NEMO)*

**NOTICE OF  
RESCHEDULED CASTRIES EAST DISTRICT DISASTER  
MANAGEMENT COMMITTEE ELECTION**

NOTICE IS hereby given that a rescheduled election from June 07, 2022 which will be held for the purpose of electing an Executive Committee for the Castries East District Disaster Management Committee.

Date: July 28, 2022

Time: 6:00 pm

Place: Marchand Community Centre

**POSITIONS:**

- a. Chair
- b. Deputy Chair
- c. Secretary
- d. Assistant Secretary
- e. Treasurer
- f. Assitant Treasurer
- g. Communications Officer

Persons interested in serving on the Committee will put forward their nomination on the evening of the election.

All committee volunteers are required to be residents within the district.

**For further information please contact the NEMO Secretariat at (758) 452-3802.**

## Small Development Applications

Decisions taken by the Development Control Authority (DCA)  
for the week ending 8<sup>th</sup> July, 2022

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

Application Registration No.	Floor Area	Location	Decision
645/22	380.43 sq. m.	Bois D'inde, Gros Islet	Approved with conditions
637/22 Ref. 518/21	133.87 sq. m.	Morne Serpent, Gros Islet	Approved with conditions
639/22	167.20 sq. m.	La Borne, Dauphin	Approved with conditions
665/22	118.50 sq. m.	La Riviere Mitan, Gros Islet	Approved with conditions
656/22	48.76 sq. m.	Barnard Hill, Castries	Approved with conditions
660/22 Ref. 675/21	53 sq. m.	Carellie, Castries	Approved with conditions
654/22	136.50 sq. m.	Garrand, Dauphin	Approved with conditions
655/22	84.56 sq. m.	Paix Bouche, Dauphin	Approved with conditions
635/22	561.97 sq. m.	Cap Estate, Gros Islet	Approved with conditions
646/22	62.15 sq. m.	Augier, Vieux Fort	Approved with conditions
624/22	184.5 sq. m.	New Dock Road, Vieux Fort	Approved with conditions
658/22	180 sq. m.	Black Bay, Vieux Fort	Approved with conditions
569/22	199.7 sq. m.	La Fargue, Choiseul	Approved with conditions
378/22	73.44 sq. m.	Piaye, Laborie	Approved with conditions
411/22	120.9 sq. m.	Black Bay, Vieux Fort	Approved with conditions

*Karen Augustin*  
Executive Secretary  
Development Control Authority

SAINT LUCIA

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

And

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

**DECLARATION OF ACQUISITION OF LAND**

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

AND WHEREAS, it is considered by the Governor General acting on the advice of Cabinet that the lands mentioned and described in the Schedule hereto should be acquired for a public purpose to wit: **To Facilitate the Implementation of the Dennery North Water Supply Development Project**

NOW THEREFORE, it is hereby declared by the Governor General acting in accordance with the advice of Cabinet, that upon the Second Publication of this Declaration in the Gazette, the lands mentioned in the schedule hereto shall be vested absolutely for a public purpose to wit: **To Facilitate the Implementation of the Dennery North Water Supply Development Project**

**SCHEDULE**

All that piece of land being Block 1440B Parcel 217 situate at Thomazo, in the quarter of Dennery belonging to Henry Augustin is bounded as follows:-

North : By Block 1440B Parcels 219 & 220

South : By a river reserve

East : By a river reserve

West : By Block 1440B Parcel 216

The whole measuring 190.9 sq. m. or 2,055 sq. ft. as shown on Plan of Survey by Curby Daniel, Staff Surveyor dated March 02, 2018 and lodged in the Survey Office on August 07, 2018 as Drawing No. D.2111R and recorded as 94/2018.

Together with any other easements which may be necessary.

Dated this 11<sup>th</sup> day of July, 2022.

*Cyril Errol Charles*  
Governor General (Ag.)

*Benjamin Emmanuel*  
Secretary to the Cabinet

[ Second Publication ]



SAINT LUCIA

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

And

IN THE MATTER of a Declaration by the Governor General acting on the advice of Cabinet that a Parcel of land situate along the Castries/Gros Islet Highway, in the quarter of Castries in the island of Saint Lucia is likely to be acquired for a public purpose.

**DECLARATION OF ACQUISITION OF LAND**

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

AND WHEREAS, it is considered by the Governor General acting on the advice of Cabinet that the lands mentioned and described in the Schedule hereto should be acquired for a public purpose to wit: **To Facilitate Road Improvement Works**

NOW THEREFORE, it is hereby declared by the Governor General acting in accordance with the advice of Cabinet, that upon the Second Publication of this Declaration in the Gazette, the lands mentioned in the schedule hereto shall be vested absolutely for a public purpose to wit: **To Facilitate Road Improvement Works**

**SCHEDULE**

All that piece of land being Block 1050B Parcel 985 situate at Castries/Gros Islet Highway, in the quarter of Castries belonging to Lafayette Limited is bounded as follows:-

North : By Block 1050B Parcel 941

South : By a public road

East : By Block 1050B Parcel 993

West : By a public road

The whole measuring 815.3 sq. m. or 8,776 sq. ft. as shown on Plan of Survey by Curby Daniel, Staff Surveyor dated April 19, 2019 and lodged in the Survey Office on May 31, 2019 as Drawing No. C.12853K and recorded as 177/2019.

Together with any other easements which may be necessary.

Dated this 11<sup>th</sup> day of July, 2022.

*Cyril Errol Charles*  
Governor General (Ag.)

*Benjamin Emmanuel*  
Secretary to the Cabinet

[ Second Publication ]

JUDICIAL SALES

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 \$40,359.54, 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. SLUHCV2015/0218

Between:-

REPUBLIC BANK (EC) LIMITED

*Claimant*

v.

NORBERT COX

*Defendant*

NOTICE IS HEREBY given that by virtue of Judgment of the High Court dated the 23<sup>rd</sup> day of April, 2015 against the Defendant herein and Writ of Execution returnable on the 5<sup>th</sup> day of August, 2022 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 4<sup>th</sup> day of August, 2022 at ten o'clock in the forenoon, the following immovable property of the Defendant to wit:

**SCHEDULE  
BLOCK 0422B PARCEL 271**

All that parcel of land registered at the Land Registry (Saint Lucia) as Block 0422B Parcel 271 measuring approximately 0.31 Hectares in extent more or less and situate at River Doree in the Quarter of Choiseul, Saint Lucia and bounded as follows:-

NORTH by Block 0422B Parcel 332;

SOUTH by Block 0422B Parcel 332;

EAST by Block 0422B Parcel 332; and

WEST by Block 0422B Parcel 270 or howsoever else may be bounded, together with all the appurtenances and dependencies thereof and the building erected thereon.

**TITLE:** Deed of Sale by Windward Island Tropicals Limited to Norbert Cox executed before Christopher Anthony McNamara, Notary Royal on 3<sup>rd</sup> July, 1998 and registered at the Land Registry (Saint Lucia) on 24<sup>th</sup> July, 1998 as Instrument No. 2924/98.

**Upset Price: \$500,000.00**

Sheriff's Office  
Peynier Street  
Castries

[ Third Publication ]

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 \$11,605.73 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. SLUHCV2018/0167

Between:

REPUBLIC BANK (EC) LIMITED

*Claimant*

v.

ALEXANDER O'BRIAN  
also known as DOUGLAS O'BRIAN

*Defendant*

NOTICE IS HEREBY given that by virtue of Judgment of the High Court dated the 2<sup>nd</sup> day of May, 2018 against the Defendant herein and Writ of Execution returnable on the 20<sup>th</sup> day of August, 2022 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 19<sup>th</sup> day of August, 2022 at ten o'clock in the forenoon, the following immovable property of the Defendant to wit:-

**SCHEDULE**

**BLOCK 1626B PARCEL 101**

All that piece or parcel of land registered as Parcel Number 1626B 101 in the Registration Quarter of Micoud and bounded as follows:-

NORTH partly by Parcel Number 1626B 153 and partly by a Road;

SOUTH partly by Parcel Number 1626B 217 and partly by Parcel Number 1626B 88;

EAST by Parcel Number 1626B 217; and

WEST by Parcel Number 1626B 76 or howsoever otherwise the same may be bounded or contained.

The whole measuring approximately zero point five zero (0.05) Hectares and shown as Lot A on a Plan of Survey by H.D.T. Mathurin, Licensed Land Surveyor, dated the 24<sup>th</sup> day of May 1991 and lodged at the Survey Office on the 30<sup>th</sup> day of August 1991 as Plan Number M 1118 R and recorded as 351/91.

Together with all the appurtenances and dependencies thereof.

**TITLE:** Deed of Sale by (1) Luvinius Inglis and (2) Bridget Inglis to Douglas O'Brian executed before Christine Beverley Downes, Notary Royal, on the 2<sup>nd</sup> day of November 1998 and registered at the Land Registry of Saint Lucia on the 2<sup>nd</sup> day of December 1998 as Instrument Number 4949/98.

**Upset Price: \$355,000.00**

Sheriff's Office  
Peynier Street  
Castries

[ Third Publication ]

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 \$104,662.61 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. SLUHCV2014/0486

Between:

ASCENDENCY CARIBBEAN I LIMITED

*Claimant*

v.

ESTHER CLIFFORD as Personal Representative  
of the Estate of JOHN COHEN WILLIAMS

*Defendant*

NOTICE IS HEREBY given that by virtue of Judgment of the High Court dated the 2<sup>nd</sup> day of February, 2015 against the Defendant herein and Writ of Execution returnable on the 5<sup>th</sup> day of September, 2022 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 30<sup>th</sup> day of August, 2022 at ten o'clock in the forenoon, the following immovable property of the Defendant to wit:-

**FIRST SCHEDULE**

**BLOCK 1255B PARCEL 592**

All that piece or parcel of land situated along Rodney Heights in the Quarter of Gros-Islet and registered in the land Registered in the Land Registry as Block 1255B Parcel 592 and bounded as follows:-

NORTH by an access road;

SOUTH by Block 1255B Parcel 1195;

EAST by Block 1254B Parcel 593; and

WEST by Block 1254B Parcel 693 or howsoever otherwise the same may be bounded or contained.

Together with all the appurtenances and dependencies thereof including the building erected thereon.

The whole comprising Seven Thousand one Hundred and Twenty Nine Square Feet (7,129) is shown on as Lot No. 11 from Plan of a Subdivision of lands at Rodney heights, Quarter of Gros Islet dated 4<sup>th</sup> November, 1994 lodged with the Commissioner of Crowns Lands and Surveys Office on 17<sup>th</sup> January, 1995 as Drawing No. GI 3396T and Record No. 14/94.

**TITLE:** Deed of Sale by (1) Peter Recaii and (2) Edward Marcion to the Mortgagor executed before the undersigned Notary on 18<sup>th</sup> August, 2000 and registered at the Land Registry of Saint Lucia on the 8<sup>th</sup> September, 2000, as Instrument Number 4343/2000.

**Upset Price: \$1,350,000.00**

Sheriff's Office  
Peynier Street  
Castries

[ Third Publication ]



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 \$40,462.58 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. SLUHCM2016/0022

Between:

REPUBLIC BANK (EC) LIMITED  
*Claimant*

v.

LEO MARK HENRY  
*Defendant*

NOTICE IS HEREBY given that by virtue of Judgment of the High Court dated the 14<sup>th</sup> day of February, 2017 against the Defendant herein and Writ of Execution returnable on the 26<sup>th</sup> day of August, 2022 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 24<sup>th</sup> day of August, 2022 at ten

o'clock in the forenoon, the following immovable property of the Defendant to wit:-

**SCHEDULE**

**BLOCK 1455B PARCEL 254**

All that parcel of land in area Fourteen Thousand and Fifty-Eight Square Feet (14,058 Sq. Ft.) situated at Bonne Terre in the Quarter of Gros Islet in the State of Saint Lucia which lot forms part of the Bonne Terre Sub-division (Phase VII) and shown on a Plan of Survey of Ornan E. Monplaisir, Licensed Land Surveyor, dated 7<sup>th</sup> November 1989 and lodged at the Office of the Commissioner of Crown Lands on the 27<sup>th</sup> November 1989 as Drawing No. GI 2563T Record No. 512/89.

The said parcel of land may be described and bounded as follows:

NORTH by Block 1455B 255;

SOUTH by an access road;

EAST by an access road and

WEST by Block 1455B 253 or howsoever otherwise the same may be bounded.

The said parcel of land is registered at the Land Registry as Block 1455B 254. Together with (a) the building erected thereon, (b) all the rights, covenants and restrictions contained in the Deed of Sale referred to in the title hereunder and (c) all the appurtenances and dependencies thereof.

**TITLE:** Deed of Sale by Arlette Augier to Leo Mark Henry executed before Christine Beverley Downes, Notary Royal, on the 14<sup>th</sup> day of May, 1996 and registered at the Land Registry on the 27<sup>th</sup> June 1996 as Instrument No. 2588/96.

**Upset Price: \$950,000.00**

Sheriff's Office  
Peynier Street  
Castries

[ Third Publication ]

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 \$18,267.52 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

Claim No. SLUHCV2015/0161

Between:

REPUBLIC BANK (EC) LIMITED

*Claimant*

v.

ELECTRA LEON

*Defendant*

NOTICE IS HEREBY given that by virtue of Judgment of the High Court dated the 18<sup>th</sup> day of June, 2015 against the Defendant herein and Writ of Execution returnable on the

26<sup>th</sup> day of August, 2022 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 25<sup>th</sup> day of August, 2022 at ten o'clock in the forenoon, the following immovable property of the Defendant to wit:-

**SCHEDULE**

**BLOCK 0849E PARCEL 493**

All that piece or parcel of land situate at Vide Boutielle in the quarter of Castries in the state of Saint Lucia comprising zero point zero four (0.04) hectares and bounded as follows:

NORTH partly by Block 0849E Parcels 494, 250 and 254;

SOUTH by Block 0849E Parcel 336;

EAST by Block 0849E Parcel 595; and

WEST partly by Block 0849E Parcels 337 and 494 and partly by a road or howsoever otherwise the same may be bounded.

**TITLE:** Deed of Sale by Dave A Charles to Electra Leon executed before Norman Francis, Notary Royal on the 29<sup>th</sup> August, 2008 and registered at the Land Registry of Saint Lucia on 19<sup>th</sup> September, 2008 as Instrument Number 5261/2008.

**Upset Price: \$145,000.00**

Sheriff's Office  
Peynier Street  
Castries

[ Third Publication ]

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 \$17,172.76 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. SLUHCV2016/0274

Between:

REPUBLIC BANK (EC) LIMITED

*Claimant*

v.

[1] FABIAN B. JEAN

[2] TESSA N. JEAN

*Defendants*

NOTICE IS HEREBY given that by virtue of Judgment of the High Court dated the 12<sup>th</sup> day of July, 2017 against the Defendant herein and Writ of Execution returnable on the 5<sup>th</sup> day of August, 2022 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 3<sup>rd</sup> day of August, 2022 at ten o’clock in the forenoon, the following immovable property of the Defendant to wit:-

**SCHEDULE**

**BLOCK 0843B PARCEL 13**

All that parcel of land dismembered from a larger portion of the Barre Duchaussee or Beausejour, La Croix Maingot in the Registration Quarter of Castries and is registered at the Land Registry (Saint Lucia) as Block 0843B Parcel 13 and bounded as follows:

NORTH by a road;

SOUTH partly by Block 0843B Parcels 12 and 222;

EAST by Block 0843B Parcel 222 and

WEST by Block 0843B Parcel 12

or howsoever otherwise the same may be bounded.

The whole comprising of approximately 0.16 Hectares or 17,302.14 Square Feet as shown on a Plan of Survey by T.M. Shillingford, Licensed Land Surveyor, as Plan Number C3784 dated the 15<sup>th</sup> day of October 1959 and lodged at the Survey Office St. Lucia on the 21<sup>st</sup> day of October 1952 as Record No. 132/69. Together with all the appurtenances and dependencies thereof including the building erected thereon.

**TITLE:** Deed of Sale by Audrey Prescott to (1) Fabian Bryan Jean and (2) Tessa Jouavel executed before Cyril Alva Landers, Notary Royal, on the 26<sup>th</sup> day of November 1998 and registered at the Land Registry of Saint Lucia on the 21<sup>st</sup> day of December 1998 as Instrument No. 5233/98.

**Upset Price: \$209,182.00**

Sheriff’s Office  
Peynier Street  
Castries

[ Third Publication ]

IN THE FIRST DISTRICT COURT  
(CIVIL)

SAINT LUCIA

CLAIM NO: SLUMCV2021/0360

BETWEEN:

1<sup>ST</sup> NATIONAL BANK ST. LUCIA LIMITED

*Claimant*

and

NAOMI TIMEKA MATTHEWS

*Defendant*

TO: - NAOMI TIMEKA MATTHEWS

(Whose last known address was Bois D'Orange in the registration quarter of Gros Islet in Saint Lucia).

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**NOTICE**

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TAKE NOTICE that Judgment has been granted against you in the First District Court, St. Lucia in favour of the Claimant, 1<sup>st</sup> National Bank St. Lucia Limited.

AND SERVICE of the Judgment in this matter is being effected on you through advertisements in two issues of the Official Gazette and in two publications in a newspaper circulating in Saint Lucia.

A COPY of the Extract of Judgment can be obtained at the Chambers of Floissac, Du Boulay & Thomas, Legal Practitioners for the Claimant, Quadrant Row, 9-11 Brazil Street, Castries, Saint Lucia Telephone (758) 452-2887/(758) 452-1152, Fax (758) 453-1496 and Email:litigation@fdt.law. The office is open between 8:30 a.m. and 4:30 p.m. on Mondays to Fridays except public holidays or at the First District Court Office on St. Louis Street, Castries, telephone number (758) 452-2520, Fax number (758) 453-2898. 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.

Dated the 14<sup>th</sup> day of July, 2022.

FLOISSAC, DUBOULAY & THOMAS

*Per: Nina Roheman*

*Legal Practitioners for the Claimant*

*This Notice is presented for filing by Floissac, DuBoulay & Thomas, Legal Practitioner for the Claimant, Chambers, Quadrant Row, 9-11 Brazil Street, Castries, Saint Lucia, Email:litigation@fdt.law, Telephone (758)452-2887/(758)452-1152 and Fax: (758)453-1496. The Court Office is at La Place Carenage, Jeremie Street, Castries, Saint Lucia, Email: stluhco@eccourts.org, Telephone No. (758) 468-7500, and Fax No. (758) 468-7543. The office is open between 9:00 a.m. and 2:00 p.m. Mondays to Thursdays and between 9:00 a.m. and 3:00 p.m. on Fridays, except public holidays.*

[ First Publication ]