



# THE ANTIGUA AND BARBUDA OFFICIAL GAZETTE

**VOL: XLI**

**Thursday 15th July, 2021**

**No. 46**

---

## CONTENTS

### **PARLIAMENTARY NOTICE**

Statutory Instrument 3

### **SAGICOR LIFE INC. NOTICE**

Lost Policies 3-4

### **ANTIGUA AND BARBUDA LAND REGISTRY NOTICE**

Notice of Application to Re-create a Lost or Misplaced Land Register 4-8

### **MINISTRY OF LEGAL AFFAIRS NOTICE**

Land Notification Made Under Section 4 of the Land Acquisition Act, Cap. 233 9-21

### **ESTABLISHMENT DEPARTMENT NOTICE**

Notice of Vacant Positions 21-24

---

Published by the Ministry of Justice & Legal Affairs  
Ryan Johnson, Editor of the Official Gazette  
ryan.johnson@ab.gov.ag / antiguagazette@gmail.com  
Government Complex, P.O. Box 118, Parliament Drive,  
St. John's, Antigua.

Printed at the Government Printing Office,  
Antigua and Barbuda, By Noel F. Abraham,  
Government Printer.

— By Authority, 2021

[Price \$8.90]

**PUBLICATION WITHIN THE OFFICIAL GAZETTE**

The Official Gazette, the official newspaper of the Government of Antigua and Barbuda, is published every Thursday either online or in print form at the Government Printery.

**Notice Submissions and Style**

Notices for publication and related correspondence should be addressed to Ryan Johnson, Editor of the Official Gazette, at the following email addresses: **ryan.johnson@ab.gov.ag / antiguagazette@gmail.com**

That is the preferred method of communication for **all** correspondence (especially when sending Notices/information which must be sent in Microsoft Word format) to be published in the Gazette.

Letter headings should be addressed to:

Mr. Ryan Johnson  
Editor of the Official Gazette  
Ministry of Justice & Legal Affairs  
Parliament Drive  
Queen Elizabeth Highway  
P.O. Box 118  
Antigua

Microsoft Word is the preferred format for notice submissions. Please do not send notices only in PDF format as errors may occur when converting to Word. Image files should be sent in JPG or PNG format.

“Therefore, please send all notice submissions in the Microsoft Word format and a PDF version of such Notice only where there are signatures to be included in the notice submission (document).” This applies to all institutions including governmental, financial and other commercial institutions. Additionally, for the security purposes of any financial information being sent, the institution’s Information Technology (IT) personnel can lock the information as a JPEG in a Microsoft Word document and send the information to the Editor in that prescribed manner.

The Gazette Department reserves the right to apply its in-house style to all notices. Any corrections which are related to style will be made at the discretion of the Editor for reasons of consistency.

**Deadlines**

The deadline for submitting notices for publication in the principal edition is midday Monday on every week for all commercial and Government notices, in the week of publication.

\*Late notices may be accepted at the discretion of the Editor.

The deadline for cancelling notices in the principal edition is 12.00 midday Wednesday. Please call the Gazette Office immediately to cancel a notice, and confirm by email.

**Advertising Rates**

Publication Fee \$106.20 Eastern Caribbean Dollars.  
Annual Subscription Fee: \$215 Eastern Caribbean Dollars

\*Advertising rates are not negotiable.

Antigua and Barbuda Official Gazettes are published directly online at [www.gazette.gov.ag](http://www.gazette.gov.ag)

All editions are also available on subscription from the Antigua and Barbuda Government Printery, St. John’s, Antigua (telephone: (268) 562-5168/ (268) 462-0510).

**NOTICES**

No. 32

The following STATUTORY INSTRUMENT is circulated with this Gazette and forms part thereof:

**STATUTORY INSTRUMENT****ANTIGUA AND BARBUDA****THE REPRESENTATION OF THE PEOPLE ACT (EXTENSION OF TIME FOR PUBLICATION OF THE REGISTER OF ELECTORS) ORDER, 2021****STATUTORY INSTRUMENT****2021, No. 60**

**THE REPRESENTATION OF THE PEOPLE (EXTENSION OF TIME FOR PUBLICATION OF THE REGISTER OF ELECTORS) ORDER 2021**, made by the Electoral Commission in exercise of the powers conferred on it under section 27 (4) of the Representation of the People Act, Cap. 379.

**1. Short title**

This Order may be cited as the Representation of the People (Extension of Time for Publication of the Register of Electors) Order, 2021.

**2. Extension of time for publication of the Register of Electors**

The Electoral Commission has, in exercise of the powers conferred upon it by section 27(4) of the Representation of the People Act, extended the time specified for publication of the Register of Electors for each constituency in accordance with section 21(4)(a) of the Representation of the People Act to the 30<sup>th</sup> July, 2021.

Made this 12<sup>th</sup> day of July, 2021.

A handwritten signature in black ink, followed by the printed text "Chairman, Electoral Commission".  
Chairman  
Electoral Commission

---

**SAGICOR LIFE (EASTERN CARIBBEAN) INC.***Sagicor Life Inc Notices*

**ONIKA THOMAS-WILLIAMS** of **ALL SAINTS VILLAGE, ST. PAUL'S, Antigua** having made sworn deposition that **Policy No. 078104504** issued by Sagicor Life Inc and assumed by Sagicor Life (Eastern Caribbean) Inc on her life has been lost and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

**Dated: July 12, 2021**

By Order

**Althea C. Hazzard,**  
*Corporate Secretary.*

**SAGICOR LIFE (EASTERN CARIBBEAN) INC.**

**Marcia Joseph of McPond, All Saints, St. Paul's, Antigua** having made sworn deposition that **Policy No. A100100266** issued by British American Insurance Company Limited and assumed by Sagicor Life (Eastern Caribbean) Inc on her life has been lost and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

**Dated: July 12, 2021**

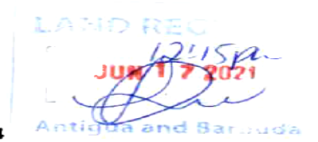
By Order

**Althea C. Hazzard,**  
Corporate Secretary.

*Antigua and Barbuda Land Registry Notice*

**Form RLNC13**

**ANTIGUA AND BARBUDA  
THE REGISTERED LAND ACT CAP 374**



**Section 13(a)(3)  
of the Act**

**REGISTRATION SECTION**

**BLOCK**

**PARCEL**

**Hodges Bay & Thibou's**

**43 2096A**

**159**

**NOTICE OF APPLICATION TO RE-CREATE A LOST OR MISPLACED LAND REGISTER**

**TAKE NOTICE** that an Application was filed on the 17<sup>th</sup> day of June, 2021 by **Sharon Simmons, Registrar of Lands** of High Street, St. John's, Antigua on behalf of **Mauricena Barton and Calvert Barton**, the Applicants herein for a new land register to be re-created in the names of **Mauricena Barton and Calvert Barton** in respect of the parcel of land, more particularly described in the Schedule hereto, the original Land Register having been lost or misplaced.

**TAKE FURTHER NOTICE** that if you object to the granting of the application you must within two (2) months of the second publication of this notice in the Gazette and a newspaper lodge an objection in the form prescribed setting out the grounds of your objection.

**TAKE FURTHER NOTICE** that if you fail to make any objection to the said application, the Registrar of Lands may proceed to re-create a new Land Register in the names of **Mauricena Barton and Calvert Barton** without further notice.

The said Application may be inspected by any interested party at the Land Registry from Monday to Thursday between the hours of 8:30 am – 3:30 pm and Friday between the hours of 8:30 am and 2:00 pm.

**DESCRIPTION OF LAND**

**ALL THAT** piece or parcel of land situated in the Hodges Bay & Thibou's Registration Section in Antigua and Barbuda and butted and bounded as follows:-

On the North by Parcel 176 owned by **Kelly Hill**

On the South by Parcel 156 owned by **Viviana Martin**

On the East by Parcel 172 owned by **Dr. Patrick W. Lay**

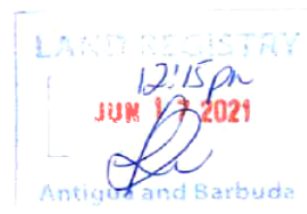
On the West by Parcel 158 owned by **Ian O'Brien**

Dated the 17<sup>th</sup> day of June, 2021

.....  
**Registrar of Lands**

Form RLNC13

**ANTIGUA AND BARBUDA  
THE REGISTERED LAND ACT CAP 374**



**Section 13(a)(3)  
of the Act**

**REGISTRATION SECTION****BLOCK****PARCEL****Five Islands****54 1292A****1**

**NOTICE OF APPLICATION TO RE-CREATE A LOST OR MISPLACED LAND  
REGISTER**

**TAKE NOTICE** that an Application was filed on the 17<sup>th</sup> day of June, 2021 by **Sharon Simmons, Registrar of Lands** of High Street, St. John's, Antigua on behalf of **The Crown**, the Applicant herein for a new land register to be re-created in the name of **The Crown** in respect of the parcel of land, more particularly described in the Schedule hereto, the original Land Register having been lost or misplaced.

**TAKE FURTHER NOTICE** that if you object to the granting of the application you must within two (2) months of the second publication of this notice in the Gazette and a newspaper lodge an objection in the form prescribed setting out the grounds of your objection.

**TAKE FURTHER NOTICE** that if you fail to make any objection to the said application, the Registrar of Lands may proceed to re-create a new Land Register in the name of **The Crown** without further notice.

The said Application may be inspected by any interested party at the Land Registry from Monday to Thursday between the hours of 8:30 am – 3:30 pm and Friday between the hours of 8:30 am and 2:00 pm.

**DESCRIPTION OF LAND**

**ALL THAT** piece or parcel of land situated in the Five Islands Registration Section in Antigua and Barbuda and butted and bounded as follows:-

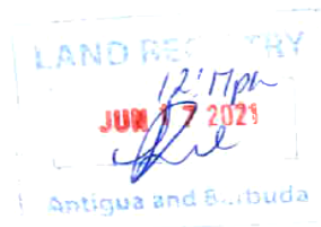
On the North by **the Sea**On the South by **the Sea**On the East by Parcel 182 owned by **BDA & B Ltd.**On the West by **the Sea**

Dated the 17<sup>th</sup> day of June, 2021

**Registrar of Lands**

Form RLNC13

**ANTIGUA AND BARBUDA  
THE REGISTERED LAND ACT CAP 374**



**Section 13(a)(3)  
of the Act**

<u>REGISTRATION SECTION</u>	<u>BLOCK</u>	<u>PARCEL</u>
Hodges Bay & Thibou's	43 1896A	353

**NOTICE OF APPLICATION TO RE-CREATE A LOST OR MISPLACED LAND  
REGISTER**

**TAKE NOTICE** that an Application was filed on the 17<sup>th</sup> day of June, 2021 by **Sharon Simmons, Registrar of Lands** of High Street, St. John's, Antigua on behalf of **Cecelia I. Martin**, the Applicant herein for a new land register to be re-created in the name of **Cecelia I. Martin** in respect of the parcel of land, more particularly described in the Schedule hereto, the original Land Register having been lost or misplaced.

**TAKE FURTHER NOTICE** that if you object to the granting of the application you must within two (2) months of the second publication of this notice in the Gazette and a newspaper lodge an objection in the form prescribed setting out the grounds of your objection.

**TAKE FURTHER NOTICE** that if you fail to make any objection to the said application, the Registrar of Lands may proceed to re-create a new Land Register in the name of **Cecelia I. Martin** without further notice.

The said Application may be inspected by any interested party at the Land Registry from Monday to Thursday between the hours of 8:30 am – 3:30 pm and Friday between the hours of 8:30 am and 2:00 pm.

**DESCRIPTION OF LAND**

**ALL THAT** piece or parcel of land situated in the Hodges Bay & Thibou's Registration Section in Antigua and Barbuda and butted and bounded as follows:-

On the North by Parcel 330 owned by **Charles Martin**

On the South by Parcel 358 owned by **Aurora Alison Henry**

On the East by Parcel 354 owned by **Haoji Li and Shufen Lian**

On the West by Parcel 352 owned by **Geneviève Pamela Fahie nee Weston**

Dated the 17<sup>th</sup> day of June, 2021

Registrar of Lands



Form RLNC13

**ANTIGUA AND BARBUDA  
THE REGISTERED LAND ACT CAP 374**

12<sup>th</sup> June  
JUN 17 2021  
*[Signature]*

**Section 13(a)(3)  
of the Act**

<u>REGISTRATION SECTION</u>	<u>BLOCK</u>	<u>PARCEL</u>
Cassada Gardens & New Winthorpes	42 1894B	43

**NOTICE OF APPLICATION TO RE-CREATE A LOST OR MISPLACED LAND  
REGISTER**

**TAKE NOTICE** that an Application was filed on the 17<sup>th</sup> day of June 2021 by **Sharon Simmons, Registrar of Lands** of High Street, St. John's, Antigua on behalf of **Personal Representative of the Estate of Samuel King Murray, (Deceased)**, the Applicant herein for a new land register to be re-created in the name of **Personal Representative of the Estate of Samuel King Murray, (Deceased)**, in respect of the parcel of land, more particularly described in the Schedule hereto, the original Land Register having been lost or misplaced.

**TAKE FURTHER NOTICE** that if you object to the granting of the application you must within two (2) months of the second publication of this notice in the Gazette and a newspaper lodge an objection in the form prescribed setting out the grounds of your objection.

**TAKE FURTHER NOTICE** that if you fail to make any objection to the said application, the Registrar of Lands may proceed to re-create a new Land Register in the name of **Personal Representative of the Estate of Samuel King Murray, (Deceased)**, without further notice.

The said Application may be inspected by any interested party at the Land Registry from Monday to Thursday between the hours of 8:30 am – 3:30 pm and Friday between the hours of 8:30 am and 2:00 pm.

**DESCRIPTION OF LAND**

**ALL THAT** piece or parcel of land situated in the Cassada gardens & New Winthorpes Registration Section in Antigua and Barbuda and butted and bounded as follows:-

On the North by Parcel 182 owned by **Devon Shaw**

On the South by Parcel 249 owned by **Calvin Harris**

On the East by Parcel 42 owned by **Samuel Philip**

On the West by Parcel 44 owned by **Lola Elliott Fitz Kirwan**

Dated the 17<sup>th</sup> day of June, 2021

*[Signature]*

**Registrar of Lands**

Form RLNC14

**ANTIGUA AND BARBUDA  
THE REGISTERED LAND ACT CAP 374**



**Section 13(a)(3)  
of the Act**

<u>REGISTRATION SECTION</u>	<u>BLOCK</u>	<u>PARCEL</u>
Five Islands	54 1292E	78

**NOTICE TO ADJACENT OCCUPIERS OF APPLICATION TO RE-CREATE A  
LOST OR MISPLACED LAND REGISTER**

**TAKE NOTICE** that an Application was filed on the 17th day of June 2021 by **Sharon Simmons, Registrar of Lands** of High Street, St. John's, Antigua on behalf of **The Crown**, the Applicant herein for a new land register to be re-created in the name of **The Crown**, in respect of the parcel of land, more particularly described in the Schedule hereto, the original Land Register having been lost or misplaced.

**TAKE FURTHER NOTICE** that if you object to the granting of the application you must within two (2) months of the second publication of this notice in the Gazette and a newspaper lodge an objection in the form prescribed setting out the grounds of your objection.

**TAKE FURTHER NOTICE** that if you fail to make any objection to the said application, the Registrar of Lands may proceed to grant the application without further notice.

The said Application may be inspected by any interested party at the Land Registry from Monday to Thursday between the hours of 8:30 am – 3:30 pm and Friday between the hours of 8:30 am – 2:00 pm.

**DESCRIPTION OF LAND**

**ALL THAT** piece or parcel of land situated in the Five Islands Registration Section in Antigua and Barbuda and butted and bounded as follows:-

On the North by Parcel 79 owned by **Catherine Susanna Peters**

On the South by Block 54 1290A Parcel 6 owned by **Eunice Edwards & Keith Edwards**

On the East by Parcel 77 owned by **Joseph Henry**

On the West by Parcel 94 owned by **Leon Gilpin**

Dated the 17th day of June, 2021

.....  
**Registrar of Lands**



## ANTIGUA AND BARBUDA



**NOTIFICATION DATED THE 8<sup>TH</sup> DAY OF JULY 2021 MADE BY THE CABINET UNDER SECTION 4 OF THE LAND ACQUISITION ACT, CAP. 233 FOR THE PURPOSE OF CONDUCTING A PRELIMINARY SURVEY OR OTHER INVESTIGATION OF CERTAIN PARCELS OF LAND LIKELY TO BE ACQUIRED FOR A PUBLIC PURPOSE**

**WHEREAS** section 4 of the Land Acquisition Act, Cap. 233 provides that if it appears to the Cabinet that any land is likely to be required for any purpose which, in the opinion of the Cabinet is a public purpose and it is necessary to make a preliminary survey or other investigation of the land, they may cause a notification to that effect to be published in the Gazette and at the same time in notices to be exhibited at suitable places in the locality in which the land is situate; and

**NOW THEREFORE IT IS HEREBY NOTIFIED** that the Cabinet, upon the advice of the Consultant for the Antigua and Barbuda Feasibility Study for the Road and infrastructure Project, considers that the parcels of land described in the Schedule hereto are, in the opinion of the Cabinet required for a public purpose, and that the provisions of section 4 of the Land Acquisition Act Cap. 233 be enforced in the manner prescribed by the Act.

**SCHEDULE**

**List of Lands Likely to be acquired**  
**Sir Sidney Walling Highway**

#	BLOCK	PARCEL	BLOCK & PARCEL	PROPERTY OWNER
1	11-1992B	20	11-1992B-20	CROWN
2	11-1992B	53	11-1992B-53	CROWN
3	11-1992B	19	11-1992B-19	CROWN
4	11-1992B	71	11-1992B-71	CROWN
5	11-1992B	5	11-1992B-5	Missing Registrar
6	11-1992B	72	11-1992B-72	CROWN
7	11-2092B	317	11-2092B-317	Missing Registrar
8	11-1992B	11	11-1992B-11	CROWN
9	11-2092B	86	11-2092B-86	Jervais Nathaniel
10	11-1992B	12	11-1992B-12	CROWN
11	11-2092B	85	11-2092B-85	Keith Parker
12	11-1991B	143	11-1991B-143	CROWN
13	11-2092B	87	11-2092B-87	CROWN
14	11-2091B	889	11-2091B-889	CROWN
15	11-2092B	93	11-2092B-93	KHOULY CONSTRUCTION & ENGINEERING LIMITED
16	11-2091B	883	11-2091B-883	CROWN
17	11-2092B	92	11-2092B-92	KHOULY CONSTRUCTION AND ENGINEERING LIMITED
18	11-2091B	888	11-2091B-888	CROWN

19	11-2092B	82	11-2092B-82	ANTIGUA and BARBUDA FOOTBALL ASSOCIATION (A.B.F.A) INC
20	11-2092B	5	11-2092B-5	CROWN
21	11-2092B	349	11-2092B-349	CROWN
22	11-2091B	217	11-2091B-217	Vanetta Rodgerds
23	11-2091B	617	11-2091B-617	Marlon Ho-Tack and Alice Ho-Tack
24	11-2092B	345	11-2092B-345	CROWN
25	11-2191B	361	11-2191B-361	CROWN
26	11-2092B	66	11-2092B-66	St. Clair Humphreys
27	11-2191B	362	11-2191B-362	CROWN
28	11-2092B	67	11-2092B-67	St. Clair Humphreys
29	11-2191B	313	11-2191B-313	Ireney Edwards
30	11-2092B	68	11-2092B-68	Whitson Gonsalves
31	11-2191B	314	11-2191B-314	Emily Edghill
32	11-2092B	69	11-2092B-69	Whitfield Phillip
33	11-2191B	315	11-2191B-315	Kareem Small
34	11-2092B	70	11-2092B-70	Hubert Joseph & Craig Joseph
35	11-2191B	316	11-2191B-316	Adrian Anson Williams
36	11-2092B	71	11-2092B-71	Asman Strann
37	11-2191B	317	11-2191B-317	Malcom Charles
38	11-2191B	24	11-2191B-24	David Nathaniel and Emanuel King
39	11-2191B	323	11-2191B-323	CROWN
40	11-2191B	80	11-2191B-80	ANTIGUA AND BARBUDA LIVESTOCK IMPROVEMENT CO-OPERATIVE SOCIETY LTD
41	11-2191B	331	11-2191B-331	Oliver Joseph
42	11-2191B	334	11-2191B-334	CROWN
43	11-2191B	341	11-2191B-341	Joseph Sylvester Lake
44	11-2191B	82	11-2191B-82	KHOULY ENTERPRISES LIMITED
45	11-2091B	890	11-2091B-890	Kevin Williams
46	11-2091B	891	11-2091B-891	Nabia Kazril Martin
47	11-2191B	26	11-2191B-26	George Looby
48	11-2191B	352	11-2191B-352	CROWN
49	11-2191B	23	11-2191B-23	Vernon Boswell Barnes
50	11-2191B	28	11-2191B-28	Thomas Joseph
51	11-2191B	356	11-2191B-356	CROWN
52	11-2191B	29	11-2191B-29	Victor (Tim) Simon
53	11-2191B	53	11-2191B-53	Langford Jeremy
54	11-2191B	30	11-2191B-30	Alwyn Samuel
55	11-2191B	52	11-2191B-52	CROWN

56	11-2191B	79	11-2191B-79	George Barnes
57	11-2191B	83	11-2191B-83	CROWN
58	11-2192B	445	11-2192B-445	CROWN
59	11-2191B	85	11-2191B-85	Jasmine Jarvis
60	11-2191B	308	11-2191B-308	Cassandra P. Simon
61	11-2191B	48	11-2191B-48	CROWN
62	11-2191B	309	11-2191B-309	Cassandra P. Simon
63	11-2191B	15	11-2191B-15	CROWN
64	11-2191B	35	11-2191B-35	Omara Edwards
65	14-2190B	3	14-2190B-3	CROWN
66	11-2291B	2	11-2291B-2	CROWN
67	11-2191B	37	11-2191B-37	Kenroy Piper
68	11-2191B	42	11-2191B-42	Rawle K. Reynolds and Conrad S. Thomas
69	14-2290B	1	14-2290B-1	CROWN
70	11-2191B	44	11-2191B-44	Lester Jonas and Avis Jonas
71	14-2290B	2	14-2290B-2	Missing Registrar
72	11-2191B	45	11-2191B-45	Bramwell Buntin and Genevieve Buntin
73	14-2288A	52	14-2288A-52	Burt Ramsey and Patricia Ramsey
74	11-2191B	46	11-2191B-46	CROWN
75	14-2288A	24	14-2288A-24	Cuthwin Lennard Lake
76	11-2191B	47	11-2191B-47	Gwendolyn Dee Maynard
	14-2288A	94	14-2288A-94	William I Martin
78	14-2288A	45	14-2288A-45	Elpert Winter
79	11-2191B	34	11-2191B-34	Omara Edwards
80	14-2288A	201	14-2288A-201	Genevieve Winter
81	11-2291B	266	11-2291B-266	CROWN
82	11-2291B	267	11-2291B-267	CROWN
	11-2191B	268	11-2191B-268	CROWN
84	14-2288A	202	14-2288A-202	Missing Registrar
85	11-2291B	3	11-2291B-3	The SOCIAL SECURITY BOARD OF CONTROL
86	23-2488A	7	23-2488A-7	Leslie Salmon & Cynthia Salmon
87	13-2291B	3	13-2291B-3	CROWN
88	23-2488A	65	23-2488A-65	Leslie Salmon
89	13-2290B	2	13-2290B-2	CROWN
90	13-2290B	3	13-2290B-3	CROWN
91	13-2391B	402	13-2391B-402	CHINA CIVIL ENGINEERING
92	13-2391B	403	13-2391B-403	CROWN

93	23-2488A	62	23-2488A-62	George Purcell
94	13-2290B	2	13-2290B-2	Missing Registrar
95	23-2488A	52	23-2488A-52	Penelope Daly
96	13-2390B	45	13-2390B-45	WORLD CUP ANTIGUA INC.
97	23-2488A	53	23-2488A-53	Bernard Leonce
98	13-2390B	46	13-2390B-46	Missing Registrar
99	23-2488A	54	23-2488A-54	Marlon Rawlins
100	13-2390B	9	13-2390B-9	Darlean Little Nee Martin
101	23-2488A	68	23-2488A-68	REALITY INVESTMENTS LIMITED
102	13-2390B	41	13-2390B-41	John I. Martin & Enterprises Limited
103	23-2488A	114	23-2488A-114	REALITY INVESTMENTS LIMITED
104	13-2390B	40	13-2390B-40	John I. Martin & Enterprises Limited
105	23-2488A	115	23-2488A-115	Selognhie Roopchand
106	13-2390B	13	13-2390B-13	George Lewis
107	23-2488A	4	23-2488A-4	CROWN
108	13-2390B	37	13-2390B-37	Frank Lake & Patricia Lake
109	23-2488A	3	23-2488A-3	Oscar Ethelbert & Margaret Florence Henry
110	13-2390B	53`	13-2390B-53	Avonelle Hillouise Pole
111	23-2488A	25	24-2488A-25	Charles Freeston Nathaniel
112	13-2390B	54	13-2390B-54	Patsy Martin
113	13-2390B	55	13-2390B-55	Fusheng Chen & Feng LIU
114	13-2390B	56	13-2390B-56	Patsy Martin
115	24-2488A	77	24-2488A-77	THE GOVERNMENT OF ANTIGUA AND BARBUDA
116	13-2490B	349	13-2490B-349	Beatrice Enid & Rosalind Simon
117	24-2488A	78	24-2488A-78	THE GOVERNMENT OF ANTIGUA AND BARBUDA
118	13-2490B	350	13-2490B-350	Andre Kevin Simon
119	24-2488A	79	24-2488A-79	THE GOVERNMENT OF ANTIGUA AND BARBUDA
120	13-2490B	351	13-2490B-351	Dwayne Karl Jeremy Simon
121	24-2488A	80	24-2488A-80	THE GOVERNMENT OF ANTIGUA AND BARBUDA
122	13-2490B	257	13-2490B-257	George Lewis
123	24-2488A	81	24-2488A-81	THE GOVERNMENT OF ANTIGUA AND BARBUDA
124	13-2490B	87	13-2490B-87	Geddes Meyer
125	24-2488A	82	24-2488A-82	Cheryl Phillip

126	13-2490B	21	13-2490B-21	Gedddes Meyer
127	24-2488A	83	24-2488A-83	Theodore Pryce
128	13-2490B	347	13-2490B-347	Craig B. White
129	24-2488A	84	24-2488A-84	Elaine Joseph
130	13-2490B	368	13-2490B-368	Arthur Fenton
131	24-2488A	85	24-2488A-85	Nigel Rogers
132	13-2490B	358	13-2490B-358	Ishamael Christopher
133	24-2488A	86	24-2488A-86	THE GOVERNMENT OF ANTIGUA AND BARBUDA
134	13-2490B	100	13-2490B-100	CROWN
135	24-2488A	190	24-2488A-190	William Liston Francis
136	13-2490B	99	13-2490B-99	Hillroy Johnson Browne
137	24-2488A	191	24-2488A-191	Heshaine Ewen
138	13-2490B	80	13-2490B-80	Vincent Matthew
139	24-2488A	192	24-2488A-192	Lurvey Winston Williams
140	13-2490B	79	13-2490B-79	Janice James and Glenford James
141	24-2488A	204	24-2488A-204	Arnold Lloyd
142	24-2488A	205	24-2488A-205	Edith Francis
143	24-2488A	206	24-2488A-206	Edith Francis
144	24-2488A	207	24-2488A-207	Edith Francis
145	13-2490B	78	13-2490B-78	Claudette France
146	24-2488A	22	24-2488A-22	Veronica Francis
147	13-2490B	77	13-2490B-77	Lyndon Prosper
148	24-2488A	198	24-2488A-198	Sandra Rey
149	24-2488A	199	24-2488A-199	Keithroy Williams
150	24-2488A	200	24-2488A-200	Dale Williams
151	24-2488A	201	24-2488A-201	Cynthia Freeland
152	13-2490B	76	13-2490B-76	Donna Chaia
153	24-2488A	174	24-2488A-174	Phillip Shoul
154	24-2488A	179	24-2488A-179	Phillip Shoul
155	22-2488A	4	22-2488A-4	Cosmas Osborne Roy Phillips
156	24-2488A	29	24-2488A-29	Randolph Lake
157	22-2488A	5	22-2488A-5	CROWN
158	24-2488A	59	24-2488A-59	Ivelisse M Bejamin
159	22-2488A	199	22-2488A-199	East Side Development Company Limited
160	24-2488A	186	24-2488A-186	Novelle Joseph
161	22-2488A	29	22-2488A-29	East Side Development Company Limited
162	22-2488A	54	22-2488A-54	Ramona Lawrence
163	22-2488A	56	22-2488A-56	Alex Francis

164	24-2488A	57		CROWN
165	24-2688C	1	24-2688C-1	Stanley Desmond Boyce
166	22-2488A	42	22-2488A-42	Missing Registrar
167	24-2688C	2	24-2688C-2	Lornette Joseph
168	22-2488A	43	22-2488A-43	George Purcell & Donna Purcell
169	24-2688C	174	24-2688C-174	Olive Welsh and Carol Sadio-Coumarbatch
170	22-2488A	44	22-2488A-44	
171	24-2688C	179	24-2688C-179	Archibald Butler
172	22-2488A	300	22-2488A-300	Missing Registrar
173	24-2688C	178	24-2688C-178	Missing Registrar
174	22-2688A	15	22-2688A-15	CROWN
175	22-2688A	16	22-2688A-16	CROWN
176	22-2688A	17	22-2688A-17	CROWN
177	22-2688A	18	22-2688A-18	CROWN
178	22-2688A	19	22-2688A-19	CROWN
179	22-2688A	20	22-2688A-20	CROWN
180	22-2688A	21	22-2688A-21	CROWN
181	22-2688A	22	22-2688A-22	CROWN
182	22-2688A	23	22-2688A-23	CROWN
183	22-2688A	24	22-2688A-24	CROWN
184	22-2688A	25	22-2688A-25	CROWN
185	22-2688A	26	22-2688A-26	CROWN
186	22-2688A	27	22-2688A-27	CROWN
187	22-2688A	28	22-2688A-28	CROWN
188	22-2688A	29	22-2688A-26	CROWN
189	22-2688A	30	22-2688A-30	CROWN
190	24-2688C	188	24-2688C-188	Bernard Roberts
191	22-2688A	14	22-2688A-14	CROWN
192	22-2688A	11	22-2688A-11	Basil Williamson
193	24-2688C	26	24-2688C-26	William Nathaniel Davis
194	22-2688A	4	22-2688A-4	The Methodist Church in the Caribbean and the Americas Trust Corporation of Belmont
195	24-2688C	35	24-2688C-35	Vincent Hector
196	22-2888A	3	22-2888A-3	CROWN
197	24-2688A	43	24-2688A-43	Olive Gardner
198	22-2888A	15	22-2888A-15	Missing Registrar
199	24-2688C	45	24-2688C-45	Arden Thomas
200	25-2888A	229	25-2888A-229	CROWN
201	25-2888A	230	25-2888A-230	CROWN



202	25-2888A	231	25-2888A-231	CROWN
203	24-2688C	56	24-2688C-56	CROWN
204	25-2988C	139	25-2988C-139	THE DIOCESAN SYNOD OF ANTIGUA
205	24-2688C	57	24-2688C-57	Beryl James
206	25-2988C	77	25-2988C-77	Huelester Challenger
207	24-2688C	68	24-2688C-68	Julia Grant
208	25-2988C	78	25-2988C-78	CROWN
209	24-2688C	69	24-2688C-69	Miriam Jacobs
210	25-2988C	79	25-2988C-79	Witfield Charles
211	24-2688C	80	24-2688C-80	Glendora Soans
212	25-2988C	80	25-2988C-80	Paulina Joseph
213	24-2688C	90	24-2688C-90	George Browne
214	25-2988C	81	25-2988C-81	Bernard Lewis
215	24-2688C	92	24-2688C-92	Cleve Joseph
216	25-2988C	82	25-2988C-82	James Otto
217	24-2688C	181	24-2688C-181	CENTRAL HOUSING AND PLANNING AUTHORITY
218	25-2988C	83	25-2988C-83	Carol Walsh
219	24-2688C	101	24-2688C-101	Annabelle Maise I. Nelson & Rose Beatrice Nelson
220	25-2988C	102	25-2988C-102	Juanita Elizabeth Hazlewood
221	24-2688C	102	24-2688C-102	Olive Protrice Abbott
222	25-2988C	103	25-2988C-103	Raymond Francis
223	24-2688C	106	24-2688C-106	Ickford Carr
224	25-2988C	104	25-2988C-104	Raymond Francis
225	24-2688C	287	24-2688C-287	Hillcott Longford Jeremy
226	25-2988C	105	25-2988C-105	Cortwright E.E. Francis
227	24-2688C	197	24-2688C-197	Veronica Charles
228	25-2998C	106	25-2998C-106	CROWN
229	24-2688C	223	24-2688C-223	Bernard E. Charles
230	25-2988C	107	25-2988C-107	Errol Thomas
231	24-2688C	224	24-2688C-224	Herbert Sheppard
232	25-2988C	108	25-2988C-108	Lileth Shirley Benjamin
233	24-2688C	225	24-2688C-225	Gloria Joseph
234	25-2988C	109	25-2998C-109	Huelester Challenger
235	24-2688A	2	24-2688A-2	Lorenzo Looby
236	25-2988C	110	25-2988C-110	CROWN
237	24-2688A	4	24-2688A-4	Geraldine Sheppard
238	25-2988C	111	25-2988C-111	CROWN
239	24-2688A	5	24-2688A-5	Rowan Hill

240	25-2988C	112	25-2988C-112	Missing Registrar
241	24-2688A	6	24-2688A-6	Orrin Daniel & Julia Daniel
242	25-2988C	113	25-2988C-113	Earl Coates
243	24-2688A	7	24-2688A-7	Bernadette Jacobs
244	25-2988C	114	25-2988C-114	George Browne
245	24-2688A	35	24-2688A-35	Leslie Roberts
246	25-2988C	115	25-2988C-115	Charles Nurse
247	24-2688A	299	24-2688A-299	East Caribbean Baptist Mision
248	24-2688A	300	24-2688A-300	CROWN
249	25-2988C	119	25-2988C-119	Steadman Thomas
250	24-2688A	110	24-2688A-110	THE GOVERNMENT OF ANTIGUA AND BARBUDA
251	25-2888A	120	25-2888A-120	Carol D. Nicholas
252	24-2688A	111	24-2688A-111	THE GOVERNMENT OF ANTIGUA AND BARBUDA
253	25-2988C	134	25-2988C-134	David Charles
254	24-2688A	112	24-2688A-112	THE GOVERNMENT OF ANTIGUA AND BARBUDA
255	25-2988C	135	25-2988C-135	ADA Benjamin
256	24-2688A	113	24-2688A-113	Ajahni Sheppard
257	25-2988C	136	25-2988C-136	June Lake
258	24-2688A	114	24-2688A-114	THE GOVERNMENT OF ANTIGUA AND BARBUDA
259	25-2988C	137	25-2988C-137	THE SEVENTH DAY ADVENTISTS CHURCH
260	24-2688A	115	24-2688A-115	THE GOVERNMENT OF ANTIGUA AND BARBUDA
261	25-3088A	329	25-3088A-329	CROWN
262	24-2688A	116	24-2688A-116	CROWN
263	25-3088A	169	25-3088A-169	Vere Otto & Paulette Otto
264	24-2688A	117	24-2688A-117	THE GOVERNMENT OF ANTIGUA AND BARBUDA
265	25-3088A	165	25-3088A-165	George Edwards & Gloria David
266	24-2688A	118	24-2688A-118	Jasinter J. Athill
267	25-3088A	164	25-3088A-164	Earl Ledeatte
268	24-2688A	119	24-2688A-119	Vivia B. Pluck
269	25-3088A	163	25-3088A-163	Christopher Joseph
270	24-2688A	103	24-2688A-103	Missing Registrar
271	25-3088A	937	25-3088A-937	CROWN
272	25-3088A	938	25-3088A-938	CROWN

273	24-2688A	109	24-2688A-109	Alexander Charles
274	25-3088A	813	25-3088A-813	CROWN
275	24-2888A	56	24-2888A-56	Leonard Edmund Gore
276	25-3088A	344	25-3088A-344	Berchel Andrew
277	24-2888A	57	24-2888A-57	Leonard Edmund Gore
278	25-3088A	412	25-3088A-412	Deno Karim Alistair Browne & Anthea Tessa Samantha Jenkins Browne
279	24-2888A	58	24-2888A-58	Leonard Edmund Gore
280	25-3088A	416	25-3088A-416	Grenneth Delacy & Nicholas Dixon
281	24-2888A	59	24-2888A-59	Leonard Edmund Gore
282	25-3088A	417	25-3088A-417	Hilroy V. Benjamin
283	24-2888A	60	24-2888A-60	Leonard Edmund Gore
284	25-3088A	418	25-3088A-418	Laurel Jonas
285	24-2888A	61	24-2888A-61	Leonard Edmund Gore
286	25-3088A	517	25-3088A-517	Marilyn Henes
287	24-2888A	62	24-2888A-62	Kimberly Galloway
288	25-3088A	522	25-3088A-522	Sharon Thomas & Calvin Thomas
289	24-2888A	63	24-2888A-63	Leonard Edmund Gore
290	25-3088A	647	25-3088A-647	Austin Baltimore & Mary Baltimore
291	24-2888A	64	24-2888A-64	Leonard Edmund Gore
292	25-3088A	784	25-3088A-784	Missing Registrar
293	24-2888A	66	24-2888A-66	Ann Walker
294	25-3088A	785	25-3088A-785	CROWN
295	24-2488A	65	24-2888A-65	Eustace Jarvis & Bernice Jarvis
296	25-3088A	780	25-3088A-780	CROWN
297	24-2888A	67	24-2888A-67	Leonard Edmund Gore
298	25-3088A	778	25-3088A-778	CROWN
299	24-2888A	68	24-2888A-68	Leonard Edmund Gore
300	25-3088A	776	25-3088A-776	CROWN
301	24-2888A	69	24-2888A-69	Dawn Burke & Kimberly Galloway
302	25-3088A	774	25-3088A-774	CROWN
303	25-3088A	804	25-3088A-804	CROWN
304	25-3088A	805	25-3088A-805	CROWN
305	25-3088A	772	25-3088A-772	Dwayna Syreeta Morris
306	25-2988C	143	25-2988C-143	The Dioscesan Synod of Antigua
307	25-3088A	764	25-3088A-764	CROWN
308	25-3088A	762	25-3088A-762	CROWN
309	25-2888A	74	25-2888A-74	CROWN

310	25-3088A	760	25-3088A-760	CROWN
311	25-2888A	123	25-2888A-123	THE CENTRAL HOUSING AND PLANNING AUTHORITY
312	25-2988C	190	25-2988C-190	Steve Greene
313	25-2888A	124	25-2888A-124	Sarita M. S. Francis
314	25-2888A	125	25-2888A-125	Daniel Browne
315	25-2888A	126	25-2888A-126	THE CENTRAL HOUSING AND PLANNING AUTHORITY
316	25-2888A	282	25-2888A-282	James Josiah & Myra Josiah
317	25-2888A	283	25-2888A-283	CENTRAL HOUSING AND PLANNING AUTHORITY
318	25-2988C	199	25-2988C-199	Sharon Lake
319	25-2888A	128	25-2888A-128	Elsworth Julian
320	25-2888A	129	25-2888A-129	Yvette Ashii O'Brien
321	25-2888A	130	25-2888A-130	John Lake
322	25-3088A	106	25-3088A-106	CROWN
323	25-3088A	191	25-3088A-191	CROWN
324	25-3088A	192	25-3088A-192	Missing Registrar
325	25-3088A	342	25-3088A-342	Hezekiah Francis and Veronica Francis
326	25-3088A	524	25-3088A-524	CROWN
327	25-3088A	420	25-3088A-420	CROWN
328	25-3088A	421	25-3088A-421	CROWN
329	25-3088A	820	25-3088A-820	Eddison Baltimore
330	25-2888A	238	25-2888A-238	CROWN
331	25-2888A	239	25-2888A-239	CENTRAL HOUSING AND PLANNING AUTHORITY
332	25-2888A	240	25-2888A-240	Daniel Lawrence
333	25-2888A	241	25-2888A-241	CENTRAL HOUSING AND PLANNING AUTHORITY
334	25-2888A	242	25-2888A-242	CENTRAL HOUSING AND PLANNING AUTHORITY
335	25-2888A	243	25-2888A-243	CENTRAL HOUSING AND PLANNING AUTHORITY
336	25-2888A	244	25-2888A-244	CENTRAL HOUSING AND PLANNING AUTHORITY
337	25-2888A	245	25-2888A-245	CENTRAL HOUSING AND PLANNING AUTHORITY
338	25-2888A	246	25-2888A-246	Juliette Gloade

339	25-2888A	247	25-2888A-247	CENTRAL HOUSING AND PLANNING AUTHORITY
340	25-2888A	248	25-2888A-248	Janice Thomas
341	25-2888A	249	25-2888A-249	CENTRAL HOUSING AND PLANNING AUTHORITY
342	25-2888A	250	25-2888A-250	CENTRAL HOUSING AND PLANNING AUTHORITY
343	25-2888A	251	25-2888A-251	CENTRAL HOUSING AND PLANNING AUTHORITY
344	25-2888A	252	25-2888A-252	CENTRAL HOUSING AND PLANNING AUTHORITY
345	25-2888A	253	25-2888A-253	CENTRAL HOUSING AND PLANNING AUTHORITY
346	25-2888A	254	25-2888A-254	CENTRAL HOUSING AND PLANNING AUTHORITY
347	25-2888A	255	25-2888A-255	Derrica Watson
348	25-2888A	256	25-2888A-256	CENTRAL HOUSING AND PLANNING AUTHORITY
349	25-2888A	257	25-2888A-257	Robert Labadie
350	25-2888A	258	25-2888A-258	CENTRAL HOUSING AND PLANNING AUTHORITY
351	25-2888A	259	25-2888A-259	CENTRAL HOUSING AND PLANNING AUTHORITY
352	25-2888A	260	25-2888A-260	Arthur Roberts
353	25-2888A	261	25-2888A-261	CENTRAL HOUSING AND PLANNING AUTHORITY
354	25-2888A	262	25-2888A-262	CENTRAL HOUSING AND PLANNING AUTHORITY
355	25-2888A	263	25-2888A-263	Jemoye A. Charles & Ramona N.C. Pascal- Charles
356	25-2888A	264	25-2888A-264	Robert Labadie
357	25-2888A	265	25-2888A-265	CENTRAL HOUSING AND PLANNING AUTHORITY
358	25-2888A	266	25-2888A-266	Derrica Watson
359	25-2888A	267	25-2888A-267	CENTRAL HOUSING AND PLANNING AUTHORITY
360	25-2888A	268	25-2888A-268	Debbie Ritchie
361	25-2888A	269	25-2888A-269	Frank Lovence
362	25-2888A	270	25-2888A-270	CENTRAL HOUSING AND PLANNING AUTHORITY
363	25-2888A	271	25-2888A-271	CENTRAL HOUSING AND PLANNING AUTHORITY

364	25-2888A	272	25-2888A-272	CENTRAL HOUSING AND PLANNING AUTHORITY
365	25-2888A	273	25-2888A-273	CENTRAL HOUSING AND PLANNING AUTHORITY
366	25-2888A	274	25-2888A-274	Mervin Franklyn Lee
367	25-2888A	275	25-2888A-275	Shemeka Baltimore
368	25-2888A	276	25-2888A-276	CENTRAL HOUSING AND PLANNING AUTHORITY
369	25-2888A	277	25-2888A-277	CENTRAL HOUSING AND PLANNING AUTHORITY
370	25-2888A	278	25-2888A-278	CENTRAL HOUSING AND PLANNING AUTHORITY
371	25-2888A	279	25-2888A-279	CENTRAL HOUSING AND PLANNING AUTHORITY
372	25-2888A	280	25-2888A-280	CENTRAL HOUSING AND PLANNING AUTHORITY
373	25-3088A	954	25-3088A-954	CROWN
374	25-3088A	955	25-3088A-955	CROWN
375	25-3088A	956	25-3088A-956	CROWN
376	25-3088A	957	25-3088A-957	CROWN
377	25-3088A	960	25-3088A-960	CROWN
378	25-3088A	961	25-3088A-961	CROWN
379	25-3088A	962	25-3088A-962	CROWN
380	25-3088A	963	25-3088A-963	CROWN
381	25-3088A	964	25-3088A-964	CROWN
382	25-3088A	965	25-3088A-965	CROWN
383	25-3088A	966	25-3088A-966	Morlene Harris & Wendy Harris
384	25-3088A	967	25-3088A-967	CROWN
385	25-3088A	968	25-3088A-968	CROWN
386	25-3088A	969	25-3088A-969	Avelyn Valerie
387	25-3088A	970	25-3088A-970	CROWN
388	25-3088A	971	25-3088A-971	CROWN
389	25-3088A	972	25-3088A-972	CROWN
390	25-3088A	973	25-3088A-973	CROWN
391	11-2191B	334	11-2191B-334	Missing Registrar
392	11-2191B	341	11-2191B-341	Missing Registrar
393	25-2988C	120	25-2988C-120	Geneta Lake & Clara Ann Jestina King
394	25-2988C	106	25-2988C-106	CROWN
395	25-3088A	1205	25-3088A-1205	CROWN
396	13-2391B	402	13-2391B-402	CHINA CIVIL ENGINEERING



397	13-239AB	403	13-239AB-403	CROWN
398	22-2488A	319	22-2488A-319	CROWN
399	13-2390B	52	13-2390B-52	Missing Registrar
400	24-2688C	176	24-2688C-176	Jeremiah A. Butler
401	11-2092B	371	11-2092B-371	Mona Kimberly Gardner
402	11-2092B	372	11-2092B-372	Mona Kimberly Gardner
403	11-2092B	363	11-2092B-363	CROWN
404	11-2191B	368	11-2191B-368	CROWN
405	11-2091B	905	11-2091B-905	CROWN
406	11-2091B	913	11-2091B-913	CROWN
407	11-2091B	917	11-2091B-917	CROWN
408	11-2091B	918	11-2091B-918	CROWN
409	11-2091B	890	11-2091B-890	Kevin Williams
410	11-2091B	891	11-2091B-891	Nabia Karzil Martin

28-06-2021  
Date:

  
Secretary to the Cabinet

*Establishment Department Notice*

### **Vacancy Notice**

**Applications are invited from suitably qualified persons to fill the position of Human Resource Officer, Inland Revenue Department**

**Post:** Human Resource Officer, Inland Revenue Department

**Grade:** A 17-13

**Salary :** \$40,536.00 - \$42,504.00 per annum

**Allowance:**

**Specifications:**

- To ensure the delivery, development, and management of human resource services of the Inland Revenue Department in support of management, staff and business needs.
- Under the direct report of the Human Resource Manager, the Human Resource Officer is responsible for assisting in the maintaining of an efficient and effective Human Resource Section, by delivering the following three programs: Compensation and Employees Records; Recruitment and Staffing; and Training and Development;

**Qualifications:**

- Bachelor Degree in Management/Human Resource Management/Business Administration (or other related discipline)

**Experience:**

- Three years experience in operation, maintenance and support of Human Resource Systems. Computer literate in MS Word and MS Excel;

**Responsibilities:**

- File Management;

- Assist with the update of Personnel Database;
- Assist with the updating of the attendance records;
- Assist with typing of recommendation letters;
- Assist with the creation and updating of work (job) descriptions and performance standards;
- Assist with the implementation of the annual goals and objectives for the HR Unit;

The deadline for receipt of applications is 27<sup>th</sup> July, 2021 and applications should be sent to:-

*Chief Establishment Officer  
Establishment Department  
Old Parham Road  
St. John's  
Antigua*

#### Vacancy Notice

Applications are invited from suitably qualified persons to fill the position of Director of Archives, Archives Division

**Post:** Director of Archives, Archives Division  
**Grade:** B (Miscellaneous)

**Salary :** \$89,580.00 per annum

**Allowance:** Duty Allowance of \$12,000.00 per annum  
Travelling Allowance at the rate of \$7,752.00 per annum

**Specifications:**

- A genuine interest in history and in preserving records for posterity;
- Good communication skills/needs to be able to relate to a wide range of people;
- A high level of commitment to customer service and making materials accessible;
- A logical approach to the work of identification and classification;
- Good organizational ability to manage a wide range of tasks;
- An understanding of research skills in order to help users access materials;
- Attention to detail and accuracy;
- The ability to skim and understand an extensive and varied range of material;
- Adaptability and a high degree of flexibility;
- The ability to anticipate and respond to changing needs and digital media;
- A commitment to the profession and to professional development;
- The ability to work independently and as part of a team;
- Good IT skills and an interest in applying digital technology to archival practice;
- Competence in administrative procedures and project management ability;

- Knowledge of the data protection and freedom of information legislation may also be advantageous;

**Qualifications:**

1. Phd/M.A/MSc in Archives Administration and Records Management;
2. Phd/M.A/MSc in History, Law, Education, English, Information Studies, Library Science, Geography
3. First Degree/Diploma/Certificate in History, Law, Education, English, Information Studies, Library Science, Geography, Education;

**Experience:**

- At least five years in records related work with no. 1
- At least seven years in records related work with no .2
- At least 10 years in records related work with no. 3

**Responsibilities:**

- Supervision, management and control of the Archives;
- acceptance for deposit of public records of permanent nature after such period as may be prescribed;
- custody, use and withdrawal of public records;
- arrangement, preservation and exhibition of public records;
- preparation of inventories, indices, catalogues and other reference media of public records;
- analyzing, developing, promoting and coordinating the standards, procedures and the techniques for improvement of the records management system;
- Ensuring the maintenance, arrangement and security of public records in the Archives and in the offices of the records creating agency;
- Promoting utilization of available space and maintenance of equipment for preserving public records;
- tendering advice to records creating agencies on the compilation classification and disposal of records and application of standards, procedures and techniques of records management;
- Survey and inspection of public records;
- organizing training programmes in various disciplines of archives administration and records management;
- accepting records from any private source;
- regulating access to public records;
- receiving records from defund bodies and making arrangements for securing public records in the event of national emergency;
- receiving reports on records management and disposal practices from the records officer;
- providing authenticated copies of or extracts from public records;
- destroying or disposal of public records;

- Obtaining on lease or purchasing or accepting as gift, any document of historical or nation importance.

The deadline for receipt of applications is 27<sup>th</sup> July, 2021 and applications should be sent to:-

*Chief Establishment Officer  
Establishment Department  
Old Parham Road  
St. John's  
Antigua*

#### Vacancy Notice

<b>Post:</b>	Deputy Chief Lands Officer, Ministry of Housing, Lands and Urban Renewal
<b>Grade:</b>	B (Miscellaneous)
<b>Salary:</b>	\$56,856.00 per annum
<b>Allowance:</b>	Travelling Allowance at the rate of \$6,036.00 per annum
<b>Specifications:</b>	Special Tools and Equipments used include:- maps, printers, tapes, calculators, computers, laptops, digitizes, scanners, Gps position handheld units, ranging poles, metal detectors and plotters.
<b>Qualifications:</b>	Bachelor or Masters Degree in Land Management
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>- to be responsible for and assist in the Administration of the Lands Division under the direction of the Chief Lands Officer.</li> <li>- assists in preparing of Circulation notes on land matters for presentation by the Honourable Minister of Cabinet</li> <li>- assists the Chief Lands Officer and other senior members of staff in the review and approval of applications for sale, lease/rent of lands for Residential, Commercial and Industrial purposes.</li> <li>- to liaise with the Surveys Division to provide the necessary documents/information to Registrar of Lands and Permanent Secretary, Legal Affairs</li> <li>- one of the key undertakings of the Lands Division will be setting up of a computerized management Information System (within the Division) which will manage crown lands under the direct responsibility of the Division. The incumbent will have to assist in the maintenance and management of this major undertaking. The incumbent would also help to create, maintain and manage GIS spatial and attribute databases (including this Land Information System) to ensure the efficient storage, retrieval, processing and manipulation of data under the supervision of the Chief Lands Officer.</li> <li>- to provide technical support to the Chief Lands Officer in the implementation of the Lands Division's work programme.</li> <li>- to advise the Chief Lands Officer on all matters pertaining to administration and stewardship of Crown Lands.</li> <li>- Deputizing for the Chief Lands Officer in his/her absence.</li> </ul>

Further details and appropriate application forms may also be obtained from the Establishment Department.