



THE ANTIGUA AND BARBUDA OFFICIAL GAZETTE

VOL: XLI

Thursday 2nd September, 2021

No. 59

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Notice Submissions and Style

Notices for publication and related correspondence should be addressed to Mr. 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

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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

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. 40

The following ACTS are circulated with this Gazette and form part thereof:

ACTS

No. 17 of 2021, "Special Economic Zone (Amendment) Act, 2021"

5pp Price \$2.25

No. 18 of 2021, "Defence (Amendment) Act, 2021"

5pp Price \$2.25

Sagicor Life Notice

SAGICOR LIFE (EASTERN CARIBBEAN) INC.

JOZAIN ROBERTS of **CEDAR VALLEY, ST. JOHN'S, ANTIGUA** having made sworn deposition that **Policy No. S05033011** 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: August 27, 2021

By Order

Althea C. Hazzard,
Corporate Secretary.

Antigua and Barbuda High Court Notice

ANTIGUA & BARBUDA

Legal Profession Act. No. 22 of 2008

NOTICE OF APPOINTMENT

IN ACCORDANCE WITH section 1(1) of the Fifth Schedule of the **Legal Profession Act, No. 22 of 2008** as amended by section 5 of the **Legal Profession (Amendment) Act, 2021** to increase the membership of the Disciplinary Committee, and after consultation with the Council of the Antigua and Barbuda Bar Association, I hereby appoint the following persons to serve as **Members** of the Disciplinary Committee established by section 36(1) of the **Legal Profession Act, 2008** for the period 20th August 2021 to 7th November 2022.

- Mrs. Tracey Benn-Roberts -Legal Member
- Mrs. Stacey Saunders-Osbourne – Legal Member
- Mr. Neil M. Coates – Non-Legal Member



Given under my hand at
the Chief Justice's Chambers
Castries, Saint Lucia
This 20th day of August, 2021


Davidson Kelvin Baptiste
Chief Justice [Ag.]

*Antigua and Barbuda Tenders Board Notice***TENDER NOTICE****INVITATION TO BID*****Website Design and Development Services***

Department of Culture
Ministry of Education, Sports and Creative Industries

The Procurement Board of the Government of Antigua and Barbuda, on behalf of the Ministry of Education, Sports and Creative Industries (*Department of Culture*), invites interested Vendors to submit a bid for the supply of Services as a **Website Developer** - **Department of Culture**.

The **Scope of Works** for the referenced project, may be obtained by making a request to the Procurement Board Office, Ministry of Finance and Corporate Governance, Government Office Complex, Parliament Drive, St. John's, Antigua, (268) 562-5825/26 or at tenders.board@ab.gov.ag.

Two (2) original hard copies of your Bid, must be submitted in sealed envelopes, **no later** than **12:00 noon** on **Wednesday 29 September 2021**, marked: **Tender for the Supply of Website Design and Development Services; Department of Culture; Ministry of Education, Sports and Creative Industries** and addressed to: **Chairman, Procurement Board, Ministry of Finance and Corporate Governance, Government Office Complex, Parliament Drive, St. John's, Antigua.**

*Establishment Department Notice***Vacancy Notice**

Applications are invited from suitably qualified persons to fill the position of ILO Desk Officer, Labour Department.

- Post:** ILO Desk Officer
- Grade:** A 14 (A17-13)
- Salary:** \$41,796.00 per annum
- Allowance:** Travelling Allowance at the rate of \$3,624.00 per annum
- Qualifications:** -a Bachelors Degree in Business Administration, Human Resource Management or Communications studies.
- Experience:** -Experience in Teaching or Lecturing would be a plus.
- Responsibilities:**
1. Know the Constitution of the ILO.
 2. Be aware of the functions and services of the ILO regionally and Internationally.
 3. Fulfil the Department's reporting obligations on the various conventions and protocols of the ILO by preparing the relevant reports and gather the necessary feedback from Employers' Organizations and Trade Unions.
 4. Liaise with the Labour Commissioner to have the reports on the conventions and protocols transmitted to the ILO.
 5. Be able to speak on ILO Conventions and protocols ratified by Antigua and Barbuda.
 6. Be responsible for all ILO matters to be handled by the Labour Department.
 7. Liaise with Employer's Organizations and Trade Unions for their input on ILO Conventions and Protocols.

8. Be familiar with the ILO website and ensure that the Labour Commissioner is kept up to date on any emerging issues.
9. Be aware of the ILO's calendar of special dates and events and keep the various units updated.
10. Be familiar with unratified conventions, protocols and recommendations to determine their relevance to Antigua and Barbuda and make recommendations to the Labour Commissioner where appropriate.
11. Keep abreast of the International Labour Conference and inform the Labour Commissioner of any developments regarding new conventions, protocols and recommendations.
12. Be prepared to travel to conferences, meetings and training programmes pertaining to International Labour Standards.
13. Liaise with the Ministry's and Department's Communication Officers with respect to the publication of information on the ILO.
14. Organize, under the guidance of the Labour Commissioner, public consultations to determine the public perception of new Conventions, Recommendations and Protocols.
15. Any other related duties which may be assigned from time to time by the Labour Commissioner.

The deadline for the receipt of application is 29th September, 2021 and applications should be sent to:-

**The 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 Labour Officer I/Free Movement Desk Officer, Labour Department

Post: Labour Officer I/Free Movement Desk Officer

Grade: A 29 (A28-25)

Salary: \$30,996.00 per annum

Specifications: **Knowledge, Judgement, Skills and Competencies**

Knowledge

applicable laws and regulations
procedures, systems, processes
policies
protocols

Judgement, Decision-Making and Impact of Errors

attention to details
customer service
communications
understanding and applying knowledge

Skills**Administration**

Expert-reception, public contact, computers

Advanced record keeping, filing, mail services, proofreading, scheduling & coordinating, organizing

Basic policies and procedures, data entry/keyboarding

Communication

basic-customer service

advanced-drafting & reviewing, informing/advising

expert-written communication, networking, oral communication, identifying issues, judgement, tact & diplomacy

Working with people

basic-working on team

advanced-problem solving, working with stakeholders & partners, information seeking

Qualifications:

- Associate's Degree in any Administrative area

Responsibilities:

1. Distribute application forms to individuals and accept applications and supporting documents.
2. Establish and maintain a database of persons applying for skills Recognition certificates and verification of certificates.
3. Prepare the necessary files and other documents for consideration by the Free Movement Committee.
4. Advise members of the public on the procedure to enable the vetting of qualifications by the Accreditation Board.
5. Advise individuals of the procedures for applying for certificate.
6. Act as Secretary to the Free Movement committee.
7. Attend meetings within and outside the country in connection with the Free Movement of Skilled Nationals.
8. Prepare and disseminate statistical reports to the CARICOM Secretariat and any other entity requiring such information.
9. Liaise with Immigration Department with regards to security checks on non-nationals applying for recognition of skilled national status.
10. Liaising with other Ministries and Departments of Government within and outside Antigua and Barbuda with respect to the granting of certificates.
11. Make preparation for Free Movement committee Meetings
12. Any other related duties that may be assigned by the Labour Commissioner or the Chairman of the Free Movement Committee.

The deadline for the receipt of application is 29th September, 2021 and applications should be sent to:-

**The 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 Labour Officer I, Labour Department

Post: Labour Officer I

Grade: A29 (A28-25)

Salary: \$29,040.00 per annum

Allowance: Travelling Allowance at the rate of \$3,624.00 per annum

Specifications: **Knowledge**

Knowledge of the Labour Code

Judgement, Decision-Making and Impact of Errors

Making decision when writing recommendations

Skills

Administration
advance-reception, public contact
record keeping, filing, mail service
proof reading
policies and procedures
scheduling and coordinating
organizing
basic-data entry/keyboarding

Operation
basic-planning, designing, building
calculating and estimating
checking and inspecting
expert- analysing and problem solving
enforcement of regulations

communications
basic-drafting and reviewing
customer service
advance- written communications
informing/advising
oral communication
identifying issues

working with people
expert- problem solving
working with stakeholders and partners
working on teams
consulting/cooperating
information seeking

Qualifications: Associate's Degree in any Administrative area

Responsibilities:

1. Conducting conciliation meetings.
2. Assist by advising walk-in clients with work-related matters
3. Collecting statistical data
4. Verifying petitions for employee representation question

5. Analysing of discrepancies with collective agreements
 6. Assist in giving advice to telephone clients
 7. Prepare letters and certificates for Sole Bargaining Agents
 8. Labour Relations presentations at workplaces
 9. Prepare conciliation reports
 10. Assisting in preparing, conducting and executing Balloting
 11. Inputting of information into the Labour Market Information System (LMIS)
 12. Prepare monthly report of activities of the Unit
 13. Filing of Collective Agreements
 14. Any other related duties as may be assigned from time to time by the Labour Commissioner
-

1. Enforcement of all provisions of the Labour Code Coordination of monthly inspection visits to workplaces.
 2. Coordination of general inspection visits with other organization and institutions
 3. Supervise Labour Inspectors
 4. Assume responsibility and supervisory role in the absence of the head of the unit
 5. Investigate complaints of violation of labour laws
 6. Assist the public with Health, Safety & Welfare related issues
 7. Summon persons to appear for meeting
 8. Prepare monthly statistical report
 9. Record labour inspections and activities in the LMI system
 10. Prepare monthly report of activities of the Unit
 11. Keep the time book updated
 12. Registration of New Businesses
 13. Distribution of Business Registration Certificates
 14. Collection of statistical data from workplaces
 15. Perform such other related duties as from time to time may be assigned by the Labour Commissioner
-

1. Assist in executing all the functions concerning employment and placement
2. Assume responsibility and supervisory role in the absence of the head of the unit
3. Advise employers and workers of their obligations under the labour code
4. Process work permit applications
5. Investigate work permit applications

Responsibilities: 6. Visit domestic workplaces to ensure compliance with labour standards

7. Prepare evidence for the prosecution of work permit violations
8. Inform applicants and employers of approval or denial of work permits
9. Assist with cashing when the assigned Officer is not available
10. Contact employers to notify of employee's delinquency
11. Prepare monthly report of activities of the Unit
12. Perform such related functions as may from time to time be assigned by the head of the employment unit.

-
1. Assist the Head of the labour Statistical Unit with the effective functioning of the Unit
 2. Assist with the collation, evaluation and interpretation of statistical data
 3. Assist in the preparation of corresponding statistical reports
 4. Assist in the dissemination of statistical information
 5. Assist other units in keeping proper statistical records
 6. Assist in the planning, directing, organizing and conducting of labour and manpower statistical surveys
 7. Assist in coordinating statistical activities in collaboration with the Central Statistics Department
 8. Assist in preparing monthly statistical reports on the activities carried out by the various units of the Labour Department
 9. Assist in preparing the annual statistical report of the Labour Department
 10. Perform such other related duties as from time to time may be assigned to him by the Labour Commissioner

The deadline for the receipt of application is 29th September, 2021 and applications should be sent to:-

**The 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 Labour Officer II-Statistics, Labour Department

Post: Labour Officer II-Statistics
Grade: A 33 (A30-27)
Salary: \$26,988.00 per annum
Specifications: 1. Ability to work with figures

2. Ability to interpret figures
3. Ability to think critically

Qualifications:

- a minimum of five (5) CXC subjects including English and Maths

Responsibilities:

1. Provide critical support to the Labour Statistical Unit by assisting with the following:
 - (a) The collation, evaluation and interpretation of statistical data
 - (b) The preparation of corresponding statistical data
 - (c) The dissemination of statistical information
 - (d) Data entry
 - (e) Helping the various units of the Department in keeping proper statistical records
 - (f) The planning, directing, organizing and conducting labour and manpower statistical surveys
 - (g) The coordination of statistical activities with the Central Statistics Department
 - (h) The preparation of monthly statistical reports on the activities carried out by the various units of the Department
 - (i) Preparation of the annual statistical reports of the Labour Department
 - (j) Any other related duty assigned by the Labour Department

The deadline for the receipt of application is 29th September, 2021 and applications should be sent to:-

**The 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 Labour Officer II/Cashier – Employment Unit, Labour Department

- Post:** Labour Officer II/Cashier – Employment Unit
- Grade:** A 33 (A30-27)
- Salary:** \$26,988.00 per annum
- Qualifications:** Minimum of five (5) CXC subjects, including English and Maths
- Responsibilities:**
1. Review documents submitted for work permit applications
 2. conduct interviews where necessary of employees and employers
 3. Assist in the recording of information submitted by applicants

4. Prepare applications for onward transmission to the Labour Commissioner and Labour Minister respectively
5. Assist in the maintenance of records of revenue generated
6. Notify applicants of the outcome of their application
7. Issue of bills for work permit fees
8. Investigate work permit violations
9. Prepare witness statements to be utilized in proceedings against labour code violators
10. Issue approved work permits to applicants
11. Respond appropriately to queries of the general public
12. Putting work permit forms together
13. **Calculate daily revenue and take to the bank**
14. Write up cashbook for the treasury department
15. Any other related duties that may be assigned from time to time by the Labour Commissioner or his designee

The deadline for the receipt of application is 29th September, 2021 and applications should be sent to:-

**The 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 Career Specialist, One Stop Employment Centre (OSEC)

Post:	Career Specialist
Grade:	A14 (A17-13)
Salary:	\$40,536.00 per annum
Allowance:	Travelling Allowance at the rate of \$3,624.00 per annum
Qualifications:	- Bachelors degree in Social Work, Labour Relations, Business Administration Human Resource Management or Communications Studies
Experience:	- Experience in Teaching or Lecturing would be a plus
Responsibilities:	Maintain a thorough working knowledge of the services offered at OSEC and the Labor Department <ul style="list-style-type: none"> • Demonstrate proficient use of the LMIS, additional software and other available employment service tools.

- Demonstrate knowledge of LMI and remain abreast of best practice public employment services.
- Employ sound case management and counselling techniques to skillfully interview, assess, monitor and motivate clients to secure employment, especially clients with low levels of employability.
- Demonstrate sound knowledge of operating policy, procedures, guidelines, and best practice.
- Use and maintain systems, supplies and equipment in the manner intended and approved.
- Readily share knowledge with others by leading discussions and training with colleagues
- Willingly strengthen the knowledge base and build expertise by participating in formal and informal training, workshops and other skills development activities on and off the job.
- Adhere to best practice occupational safety and health standards, security guidelines, safety, and emergency procedures.
- Identify actual or potential problems and recommend or implement, as appropriate, solutions in a timely manner.
- Consider alternatives to preventing or resolving problems.
- Follow-up and follow-through on all matters until they are completed or resolved.
- Make decisions that are decisive and based on a rational and reasonable assessment of facts and circumstances.

Demonstrate Respect**Be Customer Focused**

- Demonstrate pride and excellence in behaviour, performance attitude, physical appearance and presence.
- Be well organized, providing quality service without exception to co-workers, customers, clients, and business partners.
- Deliver quality core, intensive and training services to job seekers and assist with delivering employer services, as necessary.
- Prioritize tasks and assignments by taking a “client comes first” approach.
- Work cooperatively with co-workers, clients, customers, and business partners taking ownership for responding to their service request.
- Remain focused in a high-demand, quality service environment.
- Maintain work and client service areas in neat and orderly condition.

Be Flexible

- Demonstrate patience, understanding and willingness to assist clients and colleagues, performing additional duties necessary, including assisting on field visits.

- Easily adjust to changes in the work environment, especially in high demand situations.
- Remain open to different and new ways of doing things, working harmoniously with all colleagues and closely with managers and supervisors to complete administrative and clerical tasks – creating letters, memos, minutes, etc; sort mail; make copies, etc.
- Considers alternatives to accomplish tasks.
- Responsive to feedback or immediate, reasonable and appropriate direction from any member of the Labour Department leadership team to ensure immediate quality service delivery, safety or security.
- Support service delivery and other OSEC activities outside of operating hours, when necessary.

Be An Effective Communicator

- Communicate relevant work-related information to colleagues, immediate supervisor and management team in a timely and professional manner.
- Effectively convey information and thoughts verbally and in writing.
- Deliver training(s) to a diverse group of persons by employing different teachings methods and techniques.
- Maintain open lines of communication.
- Follow up on ongoing or completed tasks and issues ensuring that the appropriate persons remain involved/informed.
- Listen effectively and display openness to the ideas and thoughts of others.

Demonstrate Ethics

- Consistently comply with OSEC's standards, policies, procedures, and guidelines.
- Assume responsibility for quantity, quality and timeliness of work.
- Accept responsibility for own actions and decisions.
- Conservatively use supplies, equipment and property for the intended purpose.
- Hold self and others to the highest standard of business practice, performance and behaviour.
- Maintain privacy and confidentiality.

The deadline for the receipt of application is 29th September, 2021 and applications should be sent to:-

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

Form RLNC13

ANTIGUA AND BARBUDA

THE REGISTERED LAND ACT CAP 374

Section 13(a)(3)
of the ActREGISTRATION SECTIONBLOCKPARCEL

HODGES BAY & THIBOU'S

43 2097B

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

TAKE NOTICE that an Application was filed on the ^{7th} day of August, 2021. by Marian Barbara Hesse, Attorney At Law of B. Hesse & Associates of 2nd Floor Quin Farara Building, Long Street, St. John's, Antigua on behalf of FRANGIPANI LIMITED, the Applicant herein for a new land register to be created in the name of FRANGIPANI LIMITED 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 create a new Land Register in the name of FRANGIPANI LIMITED 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 8.30a.m – 3.30 pm and Friday between the hours of 8:30a.m – 2:00 pm

DESCRIPTION OF LAND

ALL THAT piece or parcel of land situate at Hodges Bay in the Parish of St. John's in Antigua and Barbuda and bounded as follows:-

On the North by Sea

On the South by a Public Road

On the East by lands owned by Frangipani Limited and registered as Registration Section: Hodges Bay & Thibou's; Block: 43 2097B; Parcel: 85

On the West by lands owned by Thomas Francis Matthews and Teresia Matthews and registered as Registration Section: Hodges Bay & Thibou's; Block: 43 2097B; Parcel: 107

Dated the ²⁷ day of August, 2021

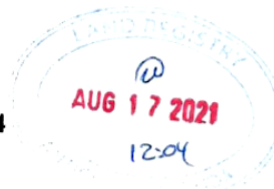

REGISTRAR OF LANDS



Form RLNC13

ANTIGUA AND BARBUDA

THE REGISTERED LAND ACT CAP 374

Section 13(a)(3)
of the ActREGISTRATION SECTIONBLOCKPARCEL

HODGES BAY & THIBOU'S

43 2097B

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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.

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The said Application may be inspected by any interested party at the Land Registry from Monday to Thursday between the hours of 8.30a.m – 3.30 pm and Friday between the hours of 8:30a.m – 2:00 pm

DESCRIPTION OF LAND

ALL THAT piece or parcel of land situate at Hodges Bay in the Parish of St. John's in Antigua and Barbuda and butted and bounded as follows:-

On the North by Sea

On the South by a Public Road

On the East by lands owned by Frangipani Limited and registered as Registration Section: Hodges Bay & Thibou's; Block: 43 2097B; Parcel: 85

On the West by lands owned by Thomas Francis Matthews and Teresia Matthews and registered as Registration Section: Hodges Bay & Thibou's; Block: 43 2097B; Parcel: 107

Dated the 27 day of August, 2021


REGISTRAR OF LANDS

