



THE ANTIGUA AND BARBUDA OFFICIAL GAZETTE

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Thursday 23rd November, 2023

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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 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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*Advertising rates are not negotiable.

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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. 39

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

STATUTORY INSTRUMENTS

No. 45 of 2023, “The Finance Administration (Climate Resilience and Development Fund) Regulations, 2023
7pp Price \$2.95

No. 47 of 2023, “The Property Tax (Rates of Tax) Order, 2023
5pp Price \$2.25

Sagicor Life (Eastern Caribbean) Inc. Notice

SAGICOR LIFE (EASTERN CARIBBEAN) INC.

Ulrike Markgraf of Orange Valley, St. Mary’s, Antigua, being **Beneficiary** of the policy on the life of **Everette Isaac (Deceased)** having made sworn deposition that **Policy No. 078110620** issued by Sagicor Life Inc and assumed by Sagicor Life (Eastern Caribbean) Inc on the life of **Everette Isaac (Deceased)** 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: November 23, 2023

By Order

Andrew Greaves,
Corporate Secretary.

SAGICOR LIFE (EASTERN CARIBBEAN) INC.

Karen James of Seatons Village, St. Phillip’s, Antigua having made sworn deposition that **Policy No. J781005105** 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: November 17, 2023

By Order

Andrew Greaves,
Corporate Secretary.

SAGICOR LIFE (EASTERN CARIBBEAN) INC.

Dwaine Dindial-Fordyce of Pigotts Village, St. John’s, Antigua having made sworn deposition that **Policy No. J781006437** issued by Sagicor Life Inc and assumed by Sagicor Life (Eastern Caribbean) Inc on his 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: October 26, 2023

By Order

Andrew Greaves,
Corporate Secretary.

SAGICOR LIFE (EASTERN CARIBBEAN) INC.

Marion Pryce of **Cassada Gardens, St. John's, Antigua** having made sworn deposition that **Policy No. 078105781** 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: October 17, 2023

By Order

Andrew Greaves,
Corporate Secretary.

Ministry of Legal Affairs, Public Safety, Immigration and Labour Notice

NOTICE

The following day are to be Public Holidays throughout Antigua and Barbuda for the Year 2024

1. New Year's Day	-	1st January
2. Good Friday	-	29th March
3. Easter Monday	-	1st April
4. Labour Day (1 st Monday in May)	-	6th May
5. Whit Monday	-	20th May
6. Carnival Monday (1 st Monday in August)	-	5th August
7. Carnival Tuesday	-	6th August
8. Independence Day	-	1st November
9. Sir Vere Cornwall Bird (Snr.) Day	-	9th December
10. Christmas Day	-	25th December
11. Boxing Day	-	26th December

**Note: Sundays, Christmas Day and
Good Friday are observed as
Common Law Holidays**

Dated this 23rd day of November, 2023

Permanent Secretary
Ministry of Legal Affairs
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 IT Technical Officer, Labour Department.

Post: IT Technical Officer, Labour Department

Grade: B 6 (fixed)

Salary: \$50,100.00 per annum

Allowances: Travelling Allowance at the rate of \$3,624.00 per annum
Duty Allowance at the rate of \$8,400.00 per annum

Specifications: **Work Complexity**
Analyzing, providing advice or recommendations, making decisions,
problem solving

Knowledge

Knowledge of computer and other telecommunications systems and
subsystems the Labour Code

Judgement, Decision-Making and Impact of Errors

Make decisions
Implement decisions

Skills

Administration
Basic-reception, public contact
record keeping, filing, mail services
policies and procedures
scheduling and coordinating
organizing
Communications
Advance-reviewing
customer service
written communications
informing/advising
networking
oral communications
identifying issues
Judgement, tact and diplomacy
Working with people
Advance-problem solving
working on teams
consulting, cooperating
information seeking

Qualifications: Bachelors Degree in Information Technology

Experience: experience in Information Technology, programming and networking

Responsibilities: 1. Install, configure, repair, maintain, update and upgrade all computer and
telecommunication hardware, software, network and related peripherals;
2. Support all existing networks and provide technical support for the
development and expansion of all networks across all units of the Ministry

and Department;

3. Regularly maintain all servers within the Department and all units by giving specific technical assistance;
4. Enforce all policies agreed for the networks;
5. Support the Government's IT Department and technical officers in the creation and management of networks within the Department and ensure that networks are adequately secured with the proper hardware and software;
6. Monitor all communication media;
7. Ensure the network traffic is monitored regularly to prevent and detect any intrusion;
8. Troubleshoot and run diagnostic checks on networks, databases and any electronic files or systems to resolve any issues;
9. Prepare and maintain electronic files, reports, logs and databases in compliance with the Ministry's and Department's guidelines and standards data to be uploaded to databases;
10. Research and advise on the development of websites and web based applications;
11. Liaise with any local, regional or international organizations to gather or share electronic files;
12. Develop and maintain databases and electronic files for the Ministry and Department;
13. Research the impact of new technology on the work of the Ministry and Department and recommend whether such technology should be deployed.
14. Research and determine the potential impacts of new technology, public policies, such as proposed legislation, taxes, services and regulations and the relationship with employers, employees and the labour market;
15. Determine the potential impacts of new technology public policies, such as equipment, proposed legislation, taxes, services, and regulations on employer, employees and the labour market;
16. Bring to the notice of the Labour Commissioner issues not specifically covered by existing technology and legal provisions and submit proposals for usage and amending existing laws or regulations;
17. Give guidance on the estimated effect of changes in technology, legislation, regulations or public policy;
18. Assist in the development of programmes policies design to promote active labour market policies to assist in stimulating economic growth and development, raising the standard of living, meeting manpower requirements and overcoming unemployment and underemployment;
19. Present recommendations based on cost-benefit analysis;
20. Advise and assist with respect to labour market surveys, work closely with

the Government IT Department, the Statistical Division, the Social Security Board, the National Training Agency with respect to such surveys;

21. Liaise with all Units in the preparation of monthly and annual reports on activities carried out by the Labour Department;
22. Perform such other related duties as may be assigned by the Labour Commissioner from time to time.

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

Vacancy Notice

Applications are invited from suitably qualified persons to fill the position of Deputy Director, Prices and Consumer Affairs Division.

Post: Deputy Director, Prices and Consumer Affairs Division

Grade: A 11 (fixed)

Salary: \$44,772.00 per annum

Allowance: Travelling at the rate of \$6,036.00 per annum

Specifications: Competencies

1. Analysis and Problem Solving
2. Achieving results
3. Leadership and developing others, Managing employee learning and employee performance
4. Impact, influence, innovation
5. Communicating effectively
6. Team Work and Cooperation
7. Planning, Organizing and Coordinating
8. Government Awareness

Work Deliverables and Work Complexity

Work Deliverables	<ol style="list-style-type: none"> 1. Effective two-way communication between Director and Staff 2. Well-coordinated activities of Price Control and Consumer Affairs Sections 3. Accurate costing of price controlled goods 4. Accurate and timely presentation of prices analyses 5. Viable Networking with regional counterparts
Work Complexity	To guarantee a constant flow of relevant, current and accurate consumer information to the public in an attractive format. To maintain vibrant interest among consumers in matters which impact their welfare.
Supervisory and Management Responsibilities (if applicable)	To assist in directing the efforts of members of staff towards achievement of the goals of the Division
Knowledge of	Consumer Protection Legislation Costing procedures Operations of Regional Consumer Protection

Agencies

Judgment,
Decision-Making
and Impact of
Errors

Lack of proper coordination of the Division's efforts can result in inefficiencies which would negatively impact the welfare of consumers.

Qualifications: Bachelor of Science Degree, Computer Literacy

Experience: At least two (2) years experience in Management or Supervisory position.

- Responsibility:**
1. Liaise between the Director and subordinate members of staff for the facilitation of two-way communication.
 2. Coordinate the implementation of price control measures and consumerism activities to ensure a well rounded consumer protection programme.
 3. Monitor the costing of all price-controlled goods to protect consumers from unfair pricing practices.
 4. Monitor the compilation of price analyses to ensure accuracy and consistency.

Liaise with counterparts in other Caribbean territories on matters relative to price control and consumerism to develop and maintain useful linkages.
 5. Participate in public awareness activities including radio and television appearances to assist in regular dissemination of consumer protection information.
 6. Assist with the annual budget preparation to secure the funds that are required for the execution of the Division's Activities.
 7. Any other related assignment given by the Director.

The deadline for the receipt of application is 26th November, 2023 and applications should be sent to:-

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