



## ANGUILLA FINANCIAL SERVICES COMMISSION

### **EMPLOYMENT OPPORTUNITY**

#### **Intellectual Property Officer, Financial Services Commission**

Applications are invited from suitably qualified persons to fill one (1) vacant position of Intellectual Property Officer in the Registry Department at the Financial Services Commission.

The functions of the position include, but are not limited to the following:

- Oversee the registration of Trademarks, Patents, and Industrial Designs after conducting due diligence and compliance procedures to ensure they are available for registration.
- Ensure compliance with Intellectual Property legislation and international standards.
- Monitor IP trends and Implement procedures to stay abreast of industry changes.
- Coordinate publicity campaigns to market Anguilla's IP Offerings.
- Coordinate the periodical revision of Anguilla's IP legislation.
- Administrate the IP system and related software.
- Collaborate with the Registrar to grow the reach and revenue of the Intellectual Property Office through comprehensive marketing campaigns.
- Provide Intellectual Property training for Registry Staff.
- Complete monthly financial reports reflecting marks registered and revenues earned.
- Act as the first point of contact for disclosure of inventions or creations from the community and liaise with external IP service providers
- Register Trademarks, Patents, and Industrial Designs after conducting due diligence and following compliance procedures to ensure they are available for registration.
- Consider legal matters affecting acceptability and entitlement to the monopoly claimed by IP applicants.
- Prepare Trademarks, Patents, and Industrial designs applications for submission to the gazette.
- Record all Trademarks, Patents, and Industrial Designs information in the register and databases.
- Assist agents/individuals with completing all Intellectual Property forms.
- Send notice letters to agents/individuals concerning gazette publications.
- Discuss and negotiate with applicants and patent attorneys to resolve any matters raised during the application process.
- Respond to telephone or written queries and enquiries received from both the public and professional firms pertaining to Trademarks, Patents, and other Intellectual Property

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matters, record messages, provide clarification/information, and route calls to relevant personnel.

The successful candidate will need to have:

- At least an Associate's Degree in Law, Information Technology, Business Management or an Advanced Diploma with at least three (3) years' experience in a similar role.
- Knowledge and experience in Intellectual Property Law.
- Marketing experience.
- Ability to read and understand legislation.

Required Skillset:

- Proficiency in Microsoft Office Suite
- Excellent communication Skills (Oral and written)
- Database Management
- Strong analytical skills
- Excellent interpersonal skills
- Excellent Team Player
- Risk Assessment and Compliance Strategies
- Organized with the ability to prioritize well in a high-volume work environment
- Ability to read and understand legislation

A competitive salary will be offered based on qualifications and experience.

Persons interested in the position should email their letter of application and resume, by the deadline of **12 July 2024** to: Head of Human Resources, P.O. Box 1575, The Valley, Anguilla at [Kadeem.gray@afsc.ai](mailto:Kadeem.gray@afsc.ai)

N.B. Applicants should also send a copy of their application to the Labour Commissioner, Mrs. Joanne Hodge at the Labour Department, The James Ronald Webster Building, The Valley, Anguilla.