



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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SUPPLEMENT TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Notification of Pensionable Offices—(Legal Notice No. 398 of 2012).

Notification of Pensionable Offices—(Legal Notice No. 399 of 2012).

Notification of Pensionable Offices—(Legal Notice No. 400 of 2012).

Notification of Pensionable Offices—(Legal Notice No. 401 of 2012).

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APPOINTMENT TO ACT AS MINISTER OF TERTIARY EDUCATION AND SKILLS TRAINING

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed DR. RUPERT THEOPHILUS GRIFFITH, a Member of the House of Representatives who is a Minister, to act in the Office of Senator the Honourable FAZAL KARIM, Minister of Tertiary Education and Skills Training, with effect from 23rd November, 2012 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Fazal Karim, in addition to the discharge of his normal duties.

E. DANIEL-LIVERPOOL
*Secretary to His Excellency
the President*

22nd November, 2012.

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REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE OF TRINIDAD AND TOBAGO

NOTICE TO JURORS

PUBLIC NOTICE is hereby given that one of the Judges of the High Court of Justice will sit in Chambers at the Court House at San Fernando on WEDNESDAY 12TH DECEMBER, 2012 at 9.00 o'clock in the forenoon for the purpose of hearing applications by persons for exemption from serving as Jurors at the Session to be held at San Fernando, on Thursday 3rd January, 2013.

All such applications should be made in writing.

Applications made after that date may not be entertained.

Dated this 14th day of November, 2012.

T. RAMDIN
*Assistant Registrar, Supreme Court
San Fernando*

(2 ins.)

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VACANT OFFICE OF EXAMINER OF TITLE (GROUP L7B), REGISTRAR GENERAL'S DEPARTMENT,
MINISTRY OF LEGAL AFFAIRS

APPLICATIONS are invited from suitably qualified officers in your Ministry/Department for the office of Examiner of Title (Group L7B), Registrar General's Department, Ministry of Legal Affairs.

Particulars relating to the office are given hereunder—

Required Qualifications, Experience and Skills

Minimum qualifications: LLB and a LEC—Legal Education Certificate

Minimum experience: Eighteen months experience as an attorney-at-law in the following areas:

Advocacy, Contracts and Commercial Matters, and Civil Law

Admission to practise law in Trinidad and Tobago

Knowledge of legal documents, laws and practice relating to conveyance and law of property, administration of estates and related land law legislation

Working knowledge of laws of Trinidad and Tobago

Knowledge of principles, methods, materials, practices and references utilized in legal research

Knowledge of legal principles, practices and proceedings

Knowledge of Government procedures and practices

Good interpersonal skills

Good communication skills both written and oral

Good analytical and reasoning skills

Good human relations skills

Good managerial skills

Good computer skills

Major Duties and Responsibilities

1. Supervises a group of officers engaged in activities related to the registration of title to land such as:
Registration of Deeds of Title;
Conducting searches and investigation upon title in accordance with Real Property Ordinance.
2. Prepares reports for submission to the Solicitor General's Department on title searches/investigations, recommending applications for land to be brought under the Real Property Ordinance.
3. Determines whether documents are valid and can be registered through examination of instruments submitted for registration, ensuring compliance with legislative policies and procedures.
4. Checks all applications relevant to Real Property Ordinance and other land title applications to ensure compliance with standard procedures, practices and provisions by the relevant laws, identifying unique situations which may be in conflict with said policies and guidelines.
5. Conducts searches and investigations upon title by utilizing automated system and record books.
6. Informs legal practitioners, external organizations and State Departments on the interpretation of relevant legislation, current office policies, legal technicalities and procedures on compliance with laws and guidelines for Real Property Ordinance and other laws related to the registration of titles.
7. Prepares status report for submission to the Minister on applications for the late registration of Conveyances and other related matters.
8. Guides subordinate staff on procedures and practices related to the registration of titles to land.
9. Treats with enquiries/queries on matters relating to Real Property Ordinance and other related land title matters from members of the public including legal practitioners by giving oral and/or written advice.
10. Attends meetings/conferences relating to land administration practices and prepares reports for submission to the Registrar General.

Salary:

Group L7B: \$9,500–\$9,900 per month.

A copy of the Job Specification can be obtained from the Service Commissions Department.

Interested officers should apply on the prescribed application for promotion forms and must submit their applications through their Permanent Secretaries/Heads of Department to reach the Director of Personnel Administration, Cipriani Plaza, Nos. 52–58 Woodford Street, Port-of-Spain or Wilson Road, Scarborough, Tobago, not later than 30th November, 2012.

G. EDWARDS-JOSEPH
Director of Personnel Administration