



Saint Vincent and the Grenadines

Government

DIRECTORY

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V1.3

Contents

Quick Start Guide	4
PBX Directory	6
PBX Operators.....	6
Administrative Building Security.....	6
AUTONOMOUS DEPARTMENTS	6
Audit Department	6
Commerce and Intellectual Property Office (CIPO)	6
Director Of Public Prosecution (DPP)	6
Family Court	7
Governor General	8
House of Assembly	8
Magistracy	8
Public Sector Reform Unit (PSRU)	8
Registry and the High Court	9
Civil Registry Department	9
High Court	9
Service Commissions Department	9
GOVERNMENT MINISTRIES	10
Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour	10
Agriculture Ministry	10
Agricultural Stations.....	10
Banana Services Unit.....	10
Fisheries Department.....	11
Industry	11
Labour Department.....	12
Rural Transformation	12
Ministry of Education and National Reconciliation	12
Archives.....	12
Curriculum Unit.....	13
Education Ministry	13
Education Project Implementation Unit (EPIU)	14

Kingstown Library.....	14
Ministry of Finance, Economic Planning and Information Technology.....	15
Economic Planning.....	15
Finance.....	15
Information Technology Services Division (ITSD).....	16
Inland Revenue Department.....	17
Revenue Offices.....	18
Statistical Office.....	18
Telecommunication.....	18
Treasury Department.....	19
Valuation Department.....	19
Zero Hunger.....	19
Ministry of Health, Wellness & the Environment.....	20
Central Pharmaceutical Service.....	20
Community Nursing Service.....	20
Family Planning.....	20
Health Ministry.....	20
Hospitals, Health Centers, Clinics and Polyclinics.....	21
Medical Stores.....	28
Public Health Department.....	28
Ministry of National Mobilisation, Social Development, Family, Gender Affairs, Youth, Housing and Informal Human Settlement.....	29
Co-operative Division.....	29
Family Affairs Division.....	29
Housing.....	29
National Mobilisation.....	30
Youth Affairs Division.....	30
Ministry of the Public Service, Sports and Consumer Affairs.....	30
Consumer Affairs.....	30
Public Service.....	30
Sports Department.....	31
<i>Office of the Prime Minister, Foreign Affairs, National Security, Legal Affairs and Information.....</i>	<i>31</i>

Agency for Public Information	31
Electoral Office.....	31
Government Printery	31
Legal Affairs.....	32
Medical Cannabis Authority.....	32
Ministry of Foreign Affairs and Foreign Trade	32
Ministry of National Security	33
National Emergency Management Office (NEMO).....	33
Office of the Prime Minister	34
Regional Integration and Diaspora Unit.....	34
Royal Saint Vincent & the Grenadines Police Force.....	34
Ministry of Transport, Works, Lands, and Physical Planning	42
Land & Surveys Department	42
Physical Planning.....	42
Transport and Works	42
Ministry of Tourism, Civil Aviation Department, Sustainable Development and Culture	43
Sustainable Development	43
Ministry of Urban Development, Energy, Airports, Seaports, Grenadines Affairs, and Local Government.....	44
Energy Unit.....	44
Urban Development.....	44




- **Answer a Call**
Press the flashing amber line button
- **Make a Call**
Enter a number and pick up the handset.
- **Make a Call with the Speakerphone**
1. Enter a number using the keypad.
2. Press Speakerphone
- **Put a Call on Hold**
1. Press Hold.
2. To resume a held call, press Hold again.
- **Mute Your Audio**
1. Press Mute.
2. Press Mute again to turn mute off.
- **Transfer a Call to Another Person**
1. From a call that is not on hold, press Transfer.
2. Enter the other person's phone number.
3. Press Transfer again.
- **Add Another Person to a Call**
1. From a connected call that is not on hold, press Conference.
2. Press Active calls to select a held call.
3. Press Conference again.


- ① Incoming call or voicemail indicator
- ② Feature and session buttons
- ③ Softkeys
- ④ Back, Navigation cluster, and Release
- ⑤ Hold, Transfer, and Conference
- ⑥ Headset, Speakerphone, and Mute
- ⑦ Volume
- ⑧ Voicemail, Applications, and Directory

- **Forward All Calls**
1. Select a line and press Forward all.
2. Dial the number that you want to forward to, or press Voicemail.
3. To receive calls again, press Forward off.
- **Adjust the Volume in a Call**
Press Volume left or right to adjust the handset, headset, or speakerphone volume when the phone is in use.
- **Adjust the Ringtone Volume**
Press Volume left or right to adjust the ringer volume when the phone is not in use.
- **Adjust the Screen Brightness**
1. Press Applications.
2. Select Settings > Brightness.
3. Press the Navigation cluster left to decrease, or right to increase, the brightness.
4. Press Save.
- **Change the Font Size**
1. Press Applications.
2. Select Settings > Font Size.
3. Select a font size.
4. Press Save.


- **Change the Ringtone**

1. Press Applications 
2. Select Settings > Ringtone.
3. Select a line.
4. Scroll through the list of ringtones and press Play to hear a sample.
5. Press Set and Apply to save a selection.


- **Listen to Your Voice Messages**

Press **Messages**  and follow the voice prompts. The default pin is 55766. To check messages for a specific line, press the line button first.

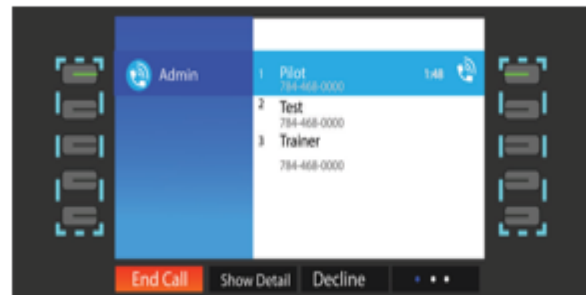
- **View Your Recent Calls**

1. Press Applications 
2. Select Recent
3. Select a line to view.

- **Use Directory**







1. Press Directory 
2. Select Corporate Address Book
3. Select Search to see full directory
4. To search for a person, select the “last name” field, enter the department’s name followed by the person’s position then select search

- **Feature and Session Buttons**



- Use feature buttons (left side) to view calls on a line or access features such as Speed Dial. Use session buttons (right side) to perform tasks such as resuming a held call. If you use a locale that reads right to left, the feature and session button locations are swapped.

Buttons illuminate to indicate status:

-  Green, steady: Active call
-  Green, flashing: Held call
-  Amber, steady: Private line in use
-  Amber, flashing: Incoming call
-  Red, steady: Remote line in use
-  Red, flashing: Remote line on hold

PBX Directory

PBX Operators

PBX Operator 1	2301
PBX Operator 2	2302

Administrative Building Security

Lobby	3527
Security Booth	3528

AUTONOMOUS DEPARTMENTS

Audit Department

Audit Department	4601
Director	4602
Deputy Director	4603
Assistant Director	4604
Compliance	4605
Performance	4606
Statutory	4607
Financial	4608
IT	4609

Commerce and Intellectual Property Office (CIPO)

CIPO's General Office	4624
Registrar	4622
Deputy Registrar	4623
Senior Executive Officer	4625
Executive Officer	4626
Senior Clerk	4627

Director Of Public Prosecution (DPP)

DPP Office	5481
DPP Security	5482
DPP JC	5483
DPP JC Temp	5484
DPP EO	5485

DPP AS	5486
DPP Case man	5487
DPP Case man	5488
DPP Case man	5489
DPP ADPP Admin	5490
DPP Conference Room	5491
DPP Meeting	5492
DPP Director	5493
DPP Bail	5494
DPP ADPP	5495
DPP Witness Care	5496
DPP Process Serving	5497
DPP Transcript	5498
DPP Crown Counsel I	5499
DPP Crown Counsel I	5500
DPP Crown Counsel I	5501
DPP Crown Counsel I	5502
DPP Crown Counsel I	5503
DPP Crown Counsel I	5504
DPP Crown Counsel II	5505
DPP Summary Prosecutor	5506
DPP Summary Prosecutor	5507
DPP Summary Prosecutor	5508
DPP Summary Prosecutor	5509
DPP Summary Prosecutor	5510
DPP Summary Prosecutor	5511
DPP Summary Prosecutor	5512
DPP Summary Prosecutor	5513
DPP Library	5514
DPP Training Room	5515
DPP Intern Office	5516
DPP Witness	5517
Family Court	
Family Court	6001
President	6002
Cashier	6003
Senior Executive Officer	6004
Family Council 1	6005
Family Council 2	6006

Family Council 3	6007
Legal Clerk	6008
Typist	6009
Entry Clerk	6010
Enquiry	6011
Governor General	
Office	5713
House of Assembly	
House of Assembly	4745
Speaker of the House of Assembly	4742
Clerk of the House of Assembly	4743
Deputy Clerk of the House of Assembly	4744
Office	4746
Magistracy	
Kingstown Magistrate Court	5572
Chief Magistrate	5573
Senior Magistrate	5574
Accounts	5575
District 2 Magistrate	5576
District 3 Magistrate	5577
Administrative Officer II	5578
Cash Office	5579
General Office	5580
Senior Executive Officer	5581
Public Sector Reform Unit (PSRU)	
Reception	5295
Director	5291
Deputy Director	5292
Research Officer 1	5293
Research Officer 2	5294
Admin Officer 1	5296
Admin Officer 2	5297

Registry and the High Court	
Civil Registry Department	
Registry	4638
Deputy Registrar 1	4635
Deputy Registrar 2	4636
System Administrator	4637
Land Registry	4639
Registration	4640
High Court	
High Court Office	5591
Deputy Registrar	5592
Criminal Division Manager	5593
Registrar Secretary	5594
Accounts	5595
Civil Court 1	5596
Civil Court 2	5597
Registrar	5598
Administrator	5599
Appeals	5600
Reporting	5601
Registration	5602
Estates	5603
Service Commissions Department	
Service Commissions	5271
Senior Assistant Secretary	5272
Training Officer 1	5273
Director of Training	5274
Senior Pension Benefits	5275
Record Room	5276
Training Officer 2	5277
General Office 1	5278
General Office 2	5279
Chief Personnel Officer	5280
Pension Benefits	5281
Administrative Officer	5282
Senior Executive Officer	5283

GOVERNMENT MINISTRIES

Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour

Agriculture Ministry

Ministry of Agriculture	5301
General Office	5302
Minister's Secretary	5303
Minister	5304
Permanent Secretary	5305
Chief Agriculture Officer	5306
Senior Assistant Secretary	5307
Dept Chief Agriculture Officer	5308
Senior Agriculture Diversification Officer	5309
Farmers ID	5311
FAO Coordinator	5312
Planning Unit (ID and Data)	5313
Planning Unit (Stats)	5314
Planning Unit	5315
OECS Agricultural Competitiveness Project	5316
Agricultural Planning Officer	5317
Supervisor of Accounts	5324
Accounts Department	5325
Communications Unit 1	5326
Communications Unit 2	5327
Communications Unit Head	5328
Banana Services Unit	5396
Agricultural Stations	
Dumbarton	5401
New Grounds	5407
Orange Hill	5418
Wallilabou	5413
Banana Services Unit	
Office	5395

Fisheries Department	
Fisheries Department	5421
Fisheries Assistant	5422
High Seas Unit	5423
Chief Fisheries Officer	5424
Extension Officer	5425
Quality Assurance & Product Development Officer 1	5426
Senior Quality Assurance & Product Development Officer	5427
Quality Assurance & Product Development Officer 2	5428
Dry Lab	5429
Senior Fisheries Officer Biology & Research Unit	5430
Senior Fisheries Assistant Biology & Research Unit	5431
Library	5432
Data Management Office	5433
Conservation Officer	5434
Senior Assistant Conservation Unit	5435
Conference Room	5436
Public Education	5437
Technical Aid	5438
Industry	
Industry Economist 1	3669
Industry Economist 2	3697
Industry Officer	3698
<i>Bureau Of Standards</i>	
Office	3761
Executive Director	3762
Library	3763
Executive Officer	3764
General Officer	3765
Administration Clerk	3766
Conference Room	3767
Admin Officer	3768
Admin Manager	3769
Server Room	3770
Metrology	3771
Metrology Staff	3772
Metrology Lab 1	3773

Metrology Lab 2	3774
Standardization Supervisor	3775
Standardization Staff Room	3776
Laboratory Supervisor	3777
Laboratory Staff	3778
Conformity Assessment Supervisor	3779
Conformity Assessment Staff	3780
Meeting Room	3781
Chemistry Lab	3782
Microbiology	3783
Labour Department	
Labour Department	5474
Senior Clerk	5463
Labour Commissioner	5464
Deputy Commissioner	5465
Deputy Economist	5466
Labour Employment Officer	5467
Senior Labour Officer 1	5468
Senior Labour Officer 2	5469
Senior Labour Officer 3	5470
Labour Officer	5471
Resource Center	5472
Unemployment Bureau	5473
Rural Transformation	
Rural Transformation	5346
Secretary	5347
Research Officer	5348
Senior Technical Officer	5349
Project Officer	5350
Ministry of Education and National Reconciliation	
Archives	
Receptionist	3402
General Office	3405
Librarian	3401
Archivist	3403

Binder's Office	3404
Records	3406
Reading Room	3407
Curriculum Unit	
Senior Education Officer	3381
Senior Education Officer Early Childhood	3382
Curriculum Department 1	3383
Curriculum Department 2	3384
Guidance Counsellor	3385
Media Unit	3386
Staff Room	3387
Early Learner's Program	3388
Lobby	3389
Education Ministry	
General Office	3326
Permanent Secretary	3301
Minister	3302
Parliamentary Secretary	3303
Chief Education Officer	3304
Chief Education Officer's Secretary	3305
Senior Assistant Secretary	3307
Education Assistant Secretary Accounts	3308
Assistant Secretary Admin	3309
PS Secretary	3310
Minister's Secretary	3311
Reprographic Unit 1	3312
Storeroom	3313
Admin Unit	3314
Exam Unit	3315
SEO Secondary	3316
SEO Primary 1	3317
SEO Primary 2	3318
SEO Primary 3	3319
SEO Exams	3320
ICT Coordinator	3321
UNESCO Secretary	3322
Assistant Secretary Staffing	3323
National Reconciliation	3324

Examination and Assessment	3325
School Attendant Officer	3327
Executive Officer	3328
Science and Technology Coordinator	3695
Science and Technology Research Officer	3686
Education Project Implementation Unit (EPIU)	
EPIU Office	3269
Administrative Officer	3270
Education Officer School Safety	3271
SEO, School Safety & Resource	3272
Senior Project Officer	3273
Project Officer II	3274
Education Planner	3275
Deputy Education Planner	3266
Project Officer I	3277
Senior Education Officer TVET	3278
SEO, School Inspections	3279
Executive Officer	3280
Education Officer III School Inspection	3281
Education Officer III	3282
Education II	3283
Administrative Officer	3284
School Compulsory Officer	3285
Administrative Officer 2	3286
Kingstown Library	
Receptionist	3342
Director	3341
Clerk	3343
Reference Librarian	3344
Accounts Department	3345
Branch Librarian	3346
IT Unit	3347
Children Librarian	3348
Technical Services	3349
Adult Lending Library	3350
Information Desk	3351
Reference Library	3352
Children Library	3353

Ministry of Finance, Economic Planning and Information Technology	
Economic Planning	
Reception	3633
Director	2501
Deputy Director	3602
Senior Assistant Secretary	3603
CARCIP Project Coordinator	3604
Senior Executive Officer	3606
Accounts	3607
Director's Secretary	3608
Project Officer 1	3609
Economist 2	3610
Social Policy Coordinator	3611
Project Officer ii	3612
Project Officer iii	3613
Economist 1	3614
Senior Economist	3615
Economist ii	3618
Project Office 11th EDF	3623
Economist 3	3624
Assistant Secretary	3625
Economist IV	3626
Financial Management Accountant (FMA)	3627
Project Management Engineer's Room	3628
Central Planning Engineer	3629
Contract Manager's Assistant	3630
Procurement Officer	3631
Project Manager	3632
Project Officer iv	3634
Accounts Clerk	3635
Clerk	3636
Accountant Financial Analyst	3637
System Administrator	3638
Finance	
Front Desk	3501
Minister	3502
Director General	3503

Executive Officer	3504
Typist	3505
Budget Director	3506
Director General Secretary	3507
Senior Financial Officer	3508
Budget Analyst 2	3509
Budget Analyst 1	3510
Senior Executive Officer	3511
Senior Clerk	3512
Votes Clerk	3513
Establishment Officer	3514
Records 1	3515
Senior Economist	3516
General Area 1	3517
Debt Manager	3518
General Area 2_ Fiscal Advisor	3519
Budget Analyst II	3521
Economic Research Policy Unit	3522
Economist 2	3523
Debt Analyst 1	3524
Debt Analyst 2	3525
Records	3526
Information Technology Services Division (ITSD)	
ITSD	2200
Director	2201
Deputy Director	2202
Network Administrator 1	2203
Network Administrator 2	2204
Network Administrator 3	2205
Assistant Director 1	2206
Assistant Director 2	2207
Web Developers 1	2208
Media Unit	2209
Help Desk	2210
Conference Room	2211
Senior Technician	2212
Executive Officer	2213
Server Room	2214
Help Desk 2	2215

<i>E-Gov Unit</i>	
Receptionist	3597
Meeting Room	3591
Project Manager	3592
Server Room	3593
Developers	3594
Developers 2	3595
Project Coordinator	3596
Training Room	3598
Developers	3599
Web Developer 1	2216
Web Developer 2	2217
Assistant Director	2218
Inland Revenue Department	
IRD	3545
Secretariat	3546
Collection General Area	3540
Collection Licensing & Procedure General Area 1	3541
Collection Licensing & Procedure General Area 2	3542
Deputy Comptroller 1	3543
Deputy Comptroller 2	3544
Comptroller	3547
File Room	3548
Deputy Comptroller 3	3549
IT Coordinator	3550
VAT Audit	3551
Assistant Comptroller 1	3552
Assistant Comptroller 2	3553
Assistant Comptroller 3	3554
Assistant Comptroller 4	3555
Assistant Comptroller 5	3556
Tax Roll 1	3557
Tax Roll 2	3558
Assistant Comptroller vi	3559
Audit Office	3560
Data Capture Return Processing 1	3561
Data Capture Return Processing 2	3562
Data Capture Return Processing 3	3563

Legal Officer	3564
Admin and Refund Unit	3565
Senior Assistant Comptroller 3	3566
Senior Assistant Comptroller 4	3567
Senior Assistant Comptroller 5	3568
License Officer	3570
Senior Assistant Comptroller 1	3571
IT Room SIGTAS	3572
IT Hardware	3573
Cashier Supervisor	3574
Senior Assistant Comptroller 3	3575
Revenue Offices	
Barroullie Revenue Office	3707
Bequia Revenue Office	3708
Canouan Revenue Office	3709
Georgetown Revenue Office	3710
Union Island Revenue Office	3711
District Council Office	3712
Statistical Office	
Statistical Office	3644
Statistician 1	3639
Statistician 2	3640
Statistician 3	3641
Chief Statistician	3642
Senior Statistician	3643
General Office	3645
Senior Statistician	3646
Statistician 4	3647
Telecommunication	
Telecommunication Receptionist	3692
General Area	3687
Senior Economist	3688
Assistant Secretary	3693

Treasury Department	
Accountant General's Secretary	3663
Account Accountant General	3660
Deputy Accountant General	3661
Senior Assistant Secretary	3662
Supervisor Salaries	3664
Payroll Unit	3665
SIGFIS Coordinator	3666
Systems Administrator 1	3667
Systems Administrator 2	3668
Cash Office	3669
Internal Audit Unit	3670
Payable Unit	3671
Cash Office Supervisor	3672
Supervisor Accounts and Report	3673
Accountant 2	3674
Front Desk	3675
Valuation Department	
Receptionist	3726
General Office	3727
Valuation Officer 1	3728
Valuation Officer 2	3729
Senior Valuation Officer	3730
Technical Assistant	3731
Administrative Cadet	3732
Server Room	3733
Zero Hunger	
Receptionist	3689
Zero Hunger Accountant	3694
Zero Hunger Project Officer	3690
Zero Hunger CEO	3691

Ministry of Health, Wellness & the Environment	
Central Pharmaceutical Service	
Chief Pharmacist	4537
Senior Pharmacist 1	4538
Senior Pharmacist 2	4539
Community Nursing Service	
Senior Nursing Officer	4550
Family Planning	
Co-Ordinator	4545
Health Ministry	
Secretariat	4003
IT Unit	4001
Chief Health Planner	4002
Administrative Officer	4004
Minister	4005
Chief Medical Officer	4006
Permanent Secretary	4007
Chief Nursing Officer	4008
Senior Assistant Secretary Accounts	4009
Admin Office Accounts	4010
Accounts	4011
Consultant	4012
Planning Unit	4013
Drug inspector	4014
Epidemiologist	4015
Chief Health Educator	4016
Administrative Officer	4017
General Office	4018
Chief Nutritionist	4019
Nutrition Office	4020
Senior Assistant Secretary Admin	4021

Hospitals, Health Centers, Clinics and Polyclinics	
<i>Chateaubelair Health Center</i>	
Front Desk	4262
Nurse's Station	4263
Doctors Office 1	4266
Doctor's Office 2	4267
Nurse's Station 2	4268
<i>Mental Health Center</i>	
General Office	4316
<i>Milton Cato Memorial Hospital</i>	
Operator 1	4031
A&E Head of Department	4033
A&E Dr's Rest Room	4034
A&E Dr's Station	4035
A&E Sister's Office	4036
A&E Nurse's Station	4037
Triage	4038
A&E X Ray 1	4039
A&E X Ray 2	4040
Ambulance Drivers	4041
A&E Manager 2	4043
Accountant	4044
Appointments	4045
Medical Records Librarian	4046
Asst. Med. Rec. Librarian	4047
Medical Records Library	4048
Medical Records	4049
Accounts	4050
Hospital Administrator's Secretary	4051
Deputy Hospital Administrator	4052
Hospital Administrator	4053
C.Q. I	4054
Nursing IC Service ED	4055
Nursing Administration	4056
Infection Control Unit	4057
SNO MCMH Secretary	4058

SNO MCMH	4059
Nosocomial	4060
Admin Secretary	4061
Front Desk	4262
Staff Development	4061
Social Worker 1	4062
Social Worker 2	4063
Medical Director	4064
Medical Director Secretary	4065
Kitchen	4066
Dietician	4067
Male Medical Ward	4068
Male Medical Annex	4069
Male Medical Dr's Office	4070
Female Medical Ward	4071
Isolation Room (FMW)	4072
Female Medical Annex	4073
Male Surgical Ward	4074
Male Surgical Dr's Office	4075
Male Surgical Sister's Office	4076
Female Surgical	4077
Female Surgical Manager's Office	4078
Maternity B Dr's Office	4079
Maternity A Ward	4080
Maternity A Office	4081
Maternity B Ward	4082
Maternity B Office	4083
Paediatric Ward 1	4084
Paediatric Ward 2	4085
NICU 1	4086
NICU 2	4087
PCCU	4088
Paediatric Doctor's Office	4089
Operating Theatre 1	4090
Operating Theatre 2	4091
Recovery Room 1	4092
Recovery Room 2	4093
ICU 1	4094
ICU 2	4095
Senior Manager's Office 1	4096

Senior Manager's Office 2	4097
Outpatient Surgery	4098
Pathologist	4103
Chief Technologist	4104
Senior Lab Technologist	4105
Lab Lunch Room	4106
Bio Chemical	4107
Blood Bank	4108
Lab Conference Room	4109
Cytology	4110
Haematology	4111
Histology	4112
Media Room	4113
Microbiology	4114
Lab Receptionist	4115
Radiologist 1	4116
Radiologist 2	4117
Radiology Receptionist	4119
Ultra Sound	4120
CT Scan 2	4122
Radiology Quality Control	4123
Pharmacy	4124
Senior Pharmacist	4125
Physiotherapy	4126
Physiotherapy Paediatric Section	4127
Housekeepers	4128
Male Attendants Booth	4129
Senior Male Attendant	4130
Maintenance	4131
Biomedical Engineer	4132
Senior Engineer Assistant	4133
Refrigeration	4134
Structural	4135
Store Room	4136
CSSD	4137
Outpatient Reception	4138
Medical 1	4139
Orthopaedic	4140
General Surgical	4141
Eye (Laser Room)	4142

Outpatient Eye	4143
ENT	4144
ID Clinic	4145
OB/GYN	4146
Audiology	4147
Outpatient Paediatric	4148
Senior Dental Surgeon	4149
Dental Clinic	4150
Dental Staff	4151
Reception	4152
Laundry	4153
Sewing Room	4154
Security	4155
Port Elizabeth Hospital	
Nurse's Station	4290
A&E	4291
Nurse's Office	4292
Dental	4293
Doctor's Office	4294
Stubbs Polyclinic	
Dentistry	4218
Physiotherapy	4219
Radiology	4220
Front Desk	4221
Doctors Office 1	4222
Doctor's Office 2	4223
Pharmacy	4224
Office	4225
HIV Room	4226
Ambulance Driver	4227
Nurse House	4228
Union Island Health Center	
Doctor's Office 1	4301
Doctor's Office 2	4302
Pharmacy	4303
Nurse's Office 1	4304

Nurse's Office 2	4305
Dentistry	4306
Doctor's Quarters	4307
<i>District Clinics</i>	
<i>Ashton Clinic</i>	
Doctor's Office	4308
Nurse's Station	4309
<i>Barrouallie Clinic</i>	
Doctor's Office	4278
Nurse's Station	4279
<i>Belair Clinic</i>	
Doctor's Office	4211
Nurse's Station	4212
<i>Biabou Clinic</i>	
Front Desk	4229
Nurse's Office	4230
<i>Byera Clinic</i>	
Doctor's Office	4250
Nurse's Station	4251
<i>Calder Clinic</i>	
Doctor's Office	4232
Nurse's Station	4233
<i>Calliaqua Clinic</i>	
Doctor's Office	4213
Front Desk	4214
Nurse's Station	4215
<i>Campden Park Clinic</i>	
Doctor's Office	4286
Nurse's Station	4287

<i>Canouan Clinic</i>	
Doctor's Office	4299
Nurse's Station	4300
<i>Clare Valley Clinic</i>	
Doctor's Office	4284
Nurse's Station	4285
<i>Colonaire Clinic</i>	
Doctor's Office	4242
Nurse's Station	4243
<i>Coulls Hill Clinic</i>	
Doctor's Office	4274
Nurse's Station	4275
<i>Diamond Village Clinic</i>	
Doctor's Office	4244
Nurse's Station	4245
<i>Enhams Clinic</i>	
Doctor's Office	4216
Nurse's Station	4217
<i>Evesham Clinic</i>	
Doctor's Office	4236
Nurse's Station	4237
<i>Fancy Clinic</i>	
Nurse's Station	4255
<i>Georgetown Clinic</i>	
Doctor's Office	4252
Nurse's Station	4253
<i>Greiggs Clinic</i>	
Doctor's Office	4240
Nurse's Station	4241

<i>Layou Clinic</i>	
Doctor's Office	4280
Nurse's Station	4281
<i>Lowmans Windward Clinic</i>	
Doctor's Office	4238
Nurse's Station	4239
<i>Mayreau Clinic</i>	
Doctor's Office	4297
Nurse's Office	4298
<i>Overland Clinic</i>	
Doctor's Office	4260
Nurse's Station	4261
<i>Owia Clinic</i>	
Doctor's Office	4256
Nurse's Station	4257
<i>Paget Farm Clinic</i>	
Doctor's Office	4295
Nurse's Station	4296
<i>Park Hill Clinic</i>	
Doctor's Office	4246
Nurse's Station	4247
<i>Port Elizabeth Clinic</i>	
Doctor's Office	4288
Nurse's Station	4289
<i>Retreat Clinic</i>	
Nurse's Station	4282
Doctor's Office	4283

<i>Richland Park Clinic</i>	
Doctor's Office	4234
Nurse's Station	4235
<i>Rose Hall Clinic</i>	
Nurse's Station	4272
Doctor's Office	4273
<i>Sandy Bay Clinic</i>	
Doctor's Office	4258
Nurse's Station	4259
<i>Sion Hill Clinic</i>	
Doctor's Office	4209
Nurse's Station	4210
<i>South Rivers Clinic</i>	
Doctor's Office	4248
Nurse's Station	4249
<i>Spring Village Clinic</i>	
Doctor's Office	4270
Nurse's Station	4271
<i>Troumaca Clinic</i>	
Doctor's Office	4276
Nurse's Station	4277
Medical Stores	
Medical Stores	4532
Manager	4531
Public Health Department	
Public Health Department	4556
Chief Environmental Health Officer	4557
General Office	4558
Conference Room	4559
Senior Environmental Officer	4560
Vector Control Unit	4561

Sanitation	4562
Public Health Reception	4563
Ministry of National Mobilisation, Social Development, Family, Gender Affairs, Youth, Housing and Informal Human Settlement	
Co-operative Division	
General Office	3886
Inspector	3887
Chief Inspector	3888
Family Affairs Division	
General Office	3901
Family Affairs	3902
Case Worker 1	3903
Social Worker	3904
Director	3905
Case Worker 2	3906
Case Worker 3	3907
Case Worker 4	3908
Case Worker 5	3909
Case Worker 6	3910
Case Worker 7	3911
Deputy Director	3912
Case Worker 8	3913
Maintenance 1	3914
Director Child Development	3915
Housing	
Housing	4688
Minister	4680
Permanent Secretary	4681
Assistant Secretary	4682
Chief Technical Officer	4683
Executive Officer	4684
Project Accounts Officer	4685
Rehab	4686
Development Officer	4687
Senior Assistant Secretary	4689

National Mobilisation	
Minister's Secretary	3860
Minister	3861
Senior Assistant Secretary	3862
Permanent Secretary	3863
Communication & Marketing	3864
Economist	3865
Community Development Division	3866
Supervisor Community Development Division	3867
Director Social Development	3868
Gender Affairs 1	3869
Gender Affairs 2	3870
Gender Affairs Coordinator	3871
Assistant Secretary	3872
Records	3873
SEO Records	3874
Deputy Director Family Services	3875
Accounts 1	3876
Accounts 2	3877
Youth Affairs Division	
Youth Affairs	3880
Ministry of the Public Service, Sports and Consumer Affairs	
Consumer Affairs	
Consumer Affairs Officer	5089
Consumer Affairs Officer	5088
Trade Officer 2	5083
Director	5082
Administrative Officer	5085
Co-Ordinator	5084
Complaint Handling Unit	5086
Senior Consumer Affairs Officer	5087
Public Service	
Public Service	5295
Minister	5078

Permanent Secretary	5079
Senior Assistant Secretary	5080
Accounts	5081
Assistant Secretary	5083
Administrative Assistant	5084
Executive Officer	5090
Sports Department	
Sports General Office	3454
Director	3455
<i>Office of the Prime Minister, Foreign Affairs, National Security, Legal Affairs and Information</i>	
Agency for Public Information	
API Office	3411
Director	3412
Assistant Director	3413
Production Unit	3414
Current Affairs	3415
Technical Department	3416
Executive Officer	3417
Library	3418
Electoral Office	
Secretary	5061
Supervisor of Elections	5060
Deputy Supervisor of Elections	5062
System Admin	5063
Accounts	5064
Government Printery	
General Office	5152
Printing Officer	5146
Asst Printing Officer	5147
Quality Control and Production	5148
Computer Room	5149
Darkroom	5150
Binary and Press Room	5151

Legal Affairs	
Legal Affairs	4661
AG's Secretary	4662
Attorney General	4646
Assistant Secretary	4647
Crown Counsel I	4648
Crown Counsel ii	4649
Senior Crown Counsel	4650
Legal Drafter 1	4651
Legal Drafter 2	4652
Admin Officer	4653
Crown Counsel iii	4654
Parliamentary Counsel	4655
Crown Counsel iv	4656
Crown Counsel v	4657
Office Attendant	4658
Crown Counsel vi	4659
Solicitor General	4660
Crown Counsel vii	4663
Typist	4664
Senior Executive Officer	4665
Medical Cannabis Authority	
MCA	5536
Executive Secretary	5526
CEO	5527
MCA Chief Licensing Officer	5528
Legal Officer	5529
Accounts Clerks	5530
Biotechnologist	5531
Licensing Department	5532
Accountant	5533
Inspectorate Secretary	5534
Chief Operations Officer	5535
Ministry of Foreign Affairs and Foreign Trade	
Receptionist	3827
Minister	3801

Permanent Secretary	3802
Senior Assistant Secretary	3803
Minister's Secretary	3804
Director Foreign Policy	3805
Protocol	3806
Foreign Service Office	3807
Bilateral Unit	3808
Accounts	3809
Trade Officer 3	3813
Trade Officer 4	3814
Trade Officer 6	3816
Intl. Trade Head Officer	3817
Intl Trade Officer 1	3818
Intl Trade Officer 2	3819
Multilateral Head Officer	3820
Multilateral Unity	3821
Trade Officer 2 Economics	3822
Multilateral Trade Officer	3823
Admin Officer 1	3824
Admin Officer 2	3825
Typist	3828
Consular Unit	3829
Ministry of National Security	
General Office	4771
Permanent Secretary	4770
Senior Assistant Secretary	4772
National Emergency Management Office (NEMO)	
Reception	5111
Director	5112
Secretary	5113
Deputy Director	5114
IT Office	5115
Training Officer	5116
Office 1	5117
Office 2	5118
Office 3	5119
Radio Room 1	5120
Radio Room 2	5121

Radio Room 3	5122
Library	5123
Emergency Operations Centre 1	5124
Emergency Operations Centre 2	5125
Lower Level	5129
Office 4	5130
Seismic Unit 1	5322
Office of the Prime Minister	
Office of the Prime Minister	4760
PM's Executive Secretary	4752
PM's Executive Assistant	4753
Senior Assistant Secretary	4755
Assistant Secretary	4756
Parliamentary Secretary	4757
Press Secretary	4758
National Security Advisor	4759
PMO's General Office 1	4763
PMO's General Office 2	4764
Regional Integration and Diaspora Unit	
RIDU Office	5101
Director	5102
Deputy	5103
Admin Assistant	5104
Research Officer 2	5105
Research Officer	5106
Royal Saint Vincent & the Grenadines Police Force	
<i>Coast Guard</i>	
Secretary	5231
Watch keeper	5232
Technical Officer	5233
Operations Office	5234
Storeroom	5235
Commander's Office	5236

Deputy Commander	5237
Engineering Officer	5238
Officer ICACSR	5239
Admin Office	5240
Executive Officer	5241
Galley	5242
NCO Female	5243
NCO Male 1	5244
NCO Male 2	5245
Female Dormitory	5246
Sentry	5247
National Joint Headquarters	5248
Mess Hall	5249
2nd Engineering Officer	5250
Radar	5251
Police Stations	
Barrouallie	
Station Office	4947
NCO	4948
Officer IC	4949
Inspector Office	4950
Secretary	4951
Dorm	4952
Fire	4953
Bequia	
Paget Farm Station Office	4993
Paget Farm NCO	4994
Port Elizabeth Station Office	4958
Port Elizabeth NCO	4959
RRU Bequia	5000
Biabou	
Station Office	4971
NCO IC	4972
2nd NCO IC	4973
Corridor	4974

Calliaqua	
Station Office	4963
Officer IC	4964
2nd Officer IC	4965
Secretary	4966
Corridor	4967
CID	4968
Inspector IC CID	4969
Police House	4970
Canouan	
Station Office	4960
NCO	4961
Inspector Office	4962
Central Police Station (Kingstown)	
Police Operator 1	4801
Police Operator 2	4802
Police Operator 3	4803
Carpentry	4804
Telecoms Workshop 1	4805
Telecom Workshop 2	4806
Telecom Workshop 3	4807
Welfare 1	4808
Welfare 2	4809
Officers Lounge 1	4810
Officers Lounge 2	4811
Storeroom	4812
Kingstown Fire Station Office 1	4813
Divisional Office Secretary	4814
CRO Office	4815
ASP IC Crimes	4816
ASP IC Operations	4817
DCP	4818
Fire Dorm Kingstown	4819
Public Relations	4820
Public Relations Reception	4821
Public Relations General Office	4822
Officer IC Public Relation	4823
Officer IC Fire Kingstown	4824

IT Department 1	4825
IT Department 2	4826
Exabit Officer CID	4827
NCO 2nd IC IT	4828
Interpol Kingstown	4829
CPS Office	4830
NCO IC Office	4831
Officer IC CPS	4832
Station Office CPS	4833
NCO IC Station Office	4834
Criminal Records Office	4835
CID 1	4836
CID 2	4837
Officer IC CID	4838
2nd Officer IC CID	4839
Old IT Department	4850
CRO Research Room	4851
CID Enquiry Room	4856
NCO IC IT	4857
CID Rest Room	4858
Inspector IC CID	4859
Special Branch Secretarial	4860
Special Branch Office 1	4861
Officer IC Special Branch	4862
Special Branch Office 2	4863
Executive Officer Commissioner's Office	4864
Commissioner Secretary	4865
Commissioner of Police	4866
Salary Clerk 1	4867
Salary Clerk 2	4868
Accounts Department	4869
Admin General Office	4870
Chief Clerk	4871
Officer IC Administration	4872
Assistant Secretary	4873
Conference Room	4874
Scholarship Fund	4875
Major Crime Unit General Office	4876
Inspector IC Major Crime Unit	4877
Firearms Registry	4878

Special Branch Interview Room	4879
SOP IC RRU	4880
Officer IC Grenadines	4881
Transport/Traffic General Office	4882
Transport/Traffic Secretary	4883
Officer IC Transport/Traffic	4884
Inspector IC Transport/Traffic	4885
Transport Office	4886
HR General Office	4887
Inspector IC HR	4888
Process Office	4889
<i>Police band</i>	
NCO IC	4903
Officer IC	4904
Station Office	4905
<i>Training School</i>	
SSU Canteen	4906
SSU Instructors	4912
SSU Station Office	4913
SSU 1st Officer IC	4914
SSU 2nd Officer IC	4915
SSU Century Booth	4916
Training Instructors	4917
Training School Secretary	4907
Tailor Shop	4908
Canteen Old Montrose	4909
Canteen Officer IC	4910
Canteen Diarist	4911
<i>Narcotics</i>	
Station Office	4918
Officer IC	4919
Male Dorm	4920
NCO Quarters	4921
<i>Police Garage</i>	
Garage	4923
NCO IC	4922

Chateaubelair	
Station Office	4954
Inspector Office	4955
Officer IC	4956
Dorm	4957
RRU Chateaubelair	5005
Colonarie	
Station Office	4975
NCO	4976
Dorms	4977
Georgetown	
Station Office	4937
Officer IC	4938
Secretary	4939
Inspector IC	4940
Female Dorm	5008
Fire	5009
Layou	
Station Office	4945
Layou NCO	4946
Mesopotamia	
Station Office	4942
NCO	4943
Records Room	4944
Mustique	
Station Office	4978
NCO	4979
Owia	
Station Office	4983
NCO	4984
Dorms	4985

Questelles	
Station Office	4925
Station Officer	4926
CID	4927
NCO IC	4928
Human Trafficking	4929
Sexual Offence Unit	4930
DARE	4931
Conference Room	4932
Rose Hall	
Station Office	4991
Rec Room	4992
Sandy Bay	
Station Office	4933
Male Dorm	4934
NCO Dorm	4935
NCO	4936
Spring Village	
Station Office	4989
NCO	4990
Stubbs	
Station Office	4980
NCO	4981
Dorms	4982
Union Island	
Station Office	4995
NCO	4996
Vermont	
Station Office	4986
NCO	4987
Rec Room	4988
RRU	
RRU Diamonds Station Office	5001

RRU Diamonds Inspector's Office	5002
RRU Layout	4999
RRU Union Island Station Office	5003
RRU Union Island	5004
<i>Prisons</i>	
<i>Belle Isles Prisons</i>	
General Office	5201
Reception	5202
Superintendent	5203
Outer Gate	5204
Inner Gate	5205
Staff Quarters	5206
Female Prison	5207
Office Station	5208
SOP Office	5210
ASP Office	5211
CPO Office	5212
Magistrate	5215
Secretary	5216
Lawyer	5217
Counsellor	5218
Kitchen	5219
Tailor	5220
Workshop	5221
<i>Her Majesty's Prisons</i>	
General Office	5171
Supervisor of Prisons	5161
Accounts	5162
Workshop	5163
Gate	5164
Assistant Supervisor of Prison	5165
Chief Prison Officer	5166
None Commissioned Officer	5167
Supervisor of Prisons 2	5168
Welfare	5169
Reception	5170
Outer Gate	5172

Officer's Quarters	5173
Ministry of Transport, Works, Lands, and Physical Planning	
Land & Surveys Department	
Reception	4721
Chief Surveyor	4722
Assistant Secretary	4723
Cash Office	4724
Land Management Officer	4725
Land Management Unit	4726
Surveyors	4727
Senior Surveyor	4728
Drawing Section	4729
Accounts	4730
Vault	4731
Physical Planning	
Physical Planning	4702
Executive Officer	4701
Administration	4703
Development Control	4704
Town Planner	4705
Planning Officer 1	4706
Planning Officer 2	4707
Assistant Secretary	4708
Planning Technician	4709
Front Desk	4710
GIS Unit	4711
PPU Engineer	4712
Building Inspector	4713
Review	4714
Transport and Works	
Minister's Secretary	3947
Minister	3944
Permanent Secretary	3945
PS Secretary	3946
Senior Assistant Secretary	3948

Transport Officer	3949
Land Transport Unit	3950
Senior Executive Officer Finance Unit	3951
Assistant Secretary	3952
Chief Engineer Jr Clerk	3955
Project Officer 1	3956
Engineer Office 1	3957
Senior Technical Officer 1	3958
Senior Technical Officer 2	3959
Senior Quantity Surveyor	3960
Quantity Surveyor 2	3961
Architect 1	3962
Architect 2	3963
Project Coordinating Unit Engineer 1	3964
Project Coordinating Unit Engineer 2	3965
Project Coordinating Unit Engineer 3	3966
Secretary Project Coordinating Unit	3967
Quantity Surveyor Department	3968
Reference Library	3969
Electrical Inspectorate	3971
Assistant Chief Electrical Inspectorate	3972
Chief Electrical Inspectorate	3973
Security Department	3974
Executive Officer	3975
Engineer Office 2	3976
Structural Engineer	3977
Engineer Office 3	3978
Engineer Office 4	3979
Drawing Office	3980
Senior Technical Officer 3	3981
Project Implementation Management Unit	3982
Ministry of Tourism, Civil Aviation Department, Sustainable Development and Culture	
Sustainable Development	
Director SDU	3619
SDU Officer	3620
Ozone Officer	3621

Environmental Analyst 1	3622
Culture	
Culture Front Desk	3456
Cultural Officer	3457
Culture Admin Officer	3458
Culture Dance Officer	3459
Culture Drama Officer	3460
Culture Research Officer	3461
Ministry of Urban Development, Energy, Airports, Seaports, Grenadines Affairs, and Local Government	
Energy Unit	
Director	5072
Deputy Director	5073
Energy Unit	5074
Urban Development	
Receptionist	3472
Accounts	3471
Senior Assistant Secretary	3473
Assistant Secretary	3474
Project Officer	3475
Executive Officer	3476
Conference Room	3479
Permanent Secretary	3480
Minister's Secretary	3481
Minister	3482
Local Government	
Local Government Officer 1	3477
Local Government Officer 2	3478