



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 164**

**OSC Ref. C.4858<sup>35</sup>**

16<sup>th</sup> July, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **National Fisheries Authority (NFA), Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**:

1. **Principal Director (Level 11) – Aquaculture Division**, salary range \$5,599,131 - \$6,886,224 per annum and any allowance(s) attached to the post.
2. **Principal Director (Level 11) – Capture Fisheries Division**, salary range \$5,599,131 - \$6,886,224 per annum and any allowance(s) attached to the post.

### **1. Principal Director (Level 11) - Aquaculture Division**

#### **Job Purpose**

Under the general direction of the Chief Executive Officer (CEO) of the National Fisheries Authority (NFA), the Principal Director, Aquaculture Division, oversees the operations of the Aquaculture Planning, Development and Management Branch, the Aquaculture Research Branch, the Farm Management and Production Branch, as well as the Aquaculture Extension Services Branch.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Participates as a part of the Senior Management Team in the formulation of the Strategic, Corporate and Operational Plans for the Authority;
- Leads the Aquaculture Division in the preparation of Corporate Plans, Operational Plans and Budgets;
- Monitors and controls the implementation of Corporate Plans, Operational/Work Plans and Budgets to ensure that work is carried out as planned and within budget and where necessary incorporate adjustments to ensure that agreed targets are met;
- Develops work programmes for the accomplishment of sustainable Aquaculture development in collaboration with Senior Staff;
- Ensures that all required processes, systems and controls are in place to enable achievement of the Division's objectives;
- Manages the work programme of the Division by ensuring operational efficiency and cost effectiveness are observed in expenditure and takes corrective action to minimize variances, where necessary;
- Establishes appropriate knowledge of management systems and processes to ensure continuous improvement of the institutional capacity;
- Ensures that appropriate knowledge of management systems are in place within the Division and with internal and external customers to facilitate the sharing of relevant information in an accurate and timely manner;
- Ensures that the physical and material resources and technical support facilities required for the implementation of the planned initiatives in Research, Training and Extension services are available in adequate supply and used efficiently;
- Ensures the Division's financial activities adhere to the FAA Act and that the Public Bodies Management and Accountability Act, Access to Information Act and other relevant Legislation and Regulations are also adhered to;
- Ensures that Annual Plans are consistent with policies and reflect financial targets in collaboration with the CEO;
- Advises on the development and implementation of a Corporate Reporting System that reinforces timeliness, transparency, accountability and results orientation;
- Ensures adherence to established laws and policies governing the operations of the Authority;

- Ensures collaboration with respective Government of Jamaica (GOJ) Agencies in the execution of the Division's Programmes and Projects;
- Represents the National Fisheries Authority at relevant fora (National, Regional and International Conferences, Seminars and Workshops);
- Prepares and submits performance and other reports.

***Technical/Professional:***

- Formulates Aquaculture Policies, Programmes, and Projects, oversees and monitors their implementation;
- Conducts periodic reviews and makes recommendations for policy and programme changes, where necessary, to maintain relevance to the strategic objectives of the Division;
- Advises the NFA's CEO, the Board and other members of MICAF's Executive Management Team, as well as MDAs on all Aquaculture related issues;
- Provides leadership for the planning, development and management of Jamaica's Aquaculture Sub-sector and collaborates with relevant bodies to provide support to regional programmes for Aquaculture development;
- Formulates inspection protocols/procedures relating to the research, breeding, development and distribution of fish species targeted for development within the Aquaculture Sub-sector;
- Provides leadership to ensure the alignment of Programmes and Projects with the policy objectives of the Authority;
- Supports the CEO in establishing the strategic direction of the Division in support of the Authority's priority programmes;
- Develops Research Agenda for Aquaculture and guides implementation to support policy development activities, projects and programmes for sustainable development;
- Builds strong relationships with research and development partners (public and private) and identifying opportunities for collaborative research;
- Provides leadership in communicating a vision to develop research initiatives that will enable Aquaculture to achieve its full potential to improve Social, Economic and Ecological Development;
- Monitors the conduct of core Aquaculture research to ensure improvement in production, quality as well as Social and Economic Development of Jamaica;
- Interfaces with Local, Regional and International Aquaculture Organizations, Regulators and state trade bodies in order to share information, stay abreast of best practices and remain current;
- Oversees the development of Extension Services Strategies and Programmes to ensure proper development and management of Aquaculture;
- Oversees and implements Aquaculture Policies, Programmes and Projects and the establishment of appropriate Monitoring and Evaluation Systems;
- Collaborates with the Compliance Division to monitor the Aquaculture Sub-sector's compliance with the relevant legal provisions and, where necessary, recommends remedies where breaches are detected;
- Develops and implements an integrated Risk Management Programme that facilitates the establishment of appropriate Monitoring and Evaluation Systems;
- Provides expert strategic and technical advice, briefings and support to the CEO;
- Reviews and advises on issues related to Aquaculture related legislation;
- Leads the development and oversees the implementation of the Aquaculture component of the Authority's three (3) year Corporate Plan and the Annual Operational Plan and ensures effective Monitoring and Evaluation systems are in place to support implementation. Reviews periodically and makes adjustments where necessary to achieve stated objectives;
- Reviews reports of field inspections, field development areas and work-in-progress in order to identify issues and provide advice and assistance in resolving problems;
- Collaborates with other Directors within the NFA to ensure that all cross-cutting issues relating to the development and sustainability of Aquaculture are at a high level of performance;
- Collaborates with the Commercial Services Division to develop and implement a system of marketing commensurate with the needs of the Productive Aquaculture Sector;
- Evaluates and makes recommendations on the feasibility of Aquaculture Projects which are proposed by the Private and Public Sector Agencies in Jamaica;
- Oversees the management of inspection arrangements to monitor the importation, exportation, storage and distribution of live fish produced by farmers and distributors in order to control disease outbreaks;

- Ensures that the necessary research is conducted to track Regional and International Aquaculture best practice to inform the development of the NFA's programme, specifically regarding its Aquaculture Portfolio;
- Ensures and monitors the conservation and preservation of Aquaculture resources that support the genetic stock of fish used in Aquaculture to guarantee adequacy and quality at all times;
- Establishes reviews and updates farm, physical and security standards and ensures that quality assessment measures are implemented;
- Represents the NFA/Division at local, regional and international seminars, meetings and workshops and prepares relevant papers, makes submissions and presentations as required;
- Prepares and presents technical papers at conferences, seminars and workshops.

#### ***Human Resource:***

- Provides leadership and guidance to staff through effective objective setting, effective planning, delegation, communication, training, mentoring and coaching;
- Identifies the training and developmental needs of staff and ensures that they are adequately addressed;
- Participates in the recruitment of staff for the Division and recommends transfers, promotions, termination and leave in accordance with established Human Resource policies and procedures;
- Observes Labour Laws in managing staff;
- Ensures that staff are aware of and adhere to the policies, procedures and guidelines governing the Operations of the Authority and the Public Service
- Recommends/administers disciplinary action in keeping with established Human Resource policies and guidelines;
- Supports the CEO in the establishment and maintenance of a supportive work environment that promotes sound values and positive attitudes, fosters a culture of consultation, team work, employee empowerment and commitment, high performance, continuous innovation and ethical behaviour among the staff in general;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Collaborates with the Human Resources Unit to develop and implement a succession Planning Programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Monitors and reviews the performance of the entire team to ensure that performance targets are met;
- Sets and monitors performance standards for the Division, established with the CEO; assists and facilitates the achievement of performance standards by effective leadership of Direct Reports;
- Manages the welfare and development of staff in the Division through the implementation of the Performance Management System;
- Performs other related duties that may be assigned by the Chief Executive Officer from time to time.

#### **Required Knowledge, Skills and Competencies**

##### ***Core:***

- Strong leadership and management skills
- Strong conceptual and visionary skills
- Excellent team building and staff development skills
- Ability to analyze and interpret information for decision making
- Ability to think strategically and solve complex problems
- Excellent interpersonal and people management skills
- Excellent oral and written communication skills
- Strong customer relations skills
- Excellent problem-solving and conflict management skills
- Initiative
- Integrity
- Strong negotiating skills
- Proficiency in the use of relevant computer applications

**Technical:**

- Excellent knowledge of Aquaculture management and development principles and strategies
- Sound knowledge of Aquaculture related legislation and other regional and international aquaculture related laws, convention and agreements
- Project management and development skills
- Sound knowledge of the policies and procedures of the National Fisheries Authority.
- Good knowledge of Public Sector laws, rules and guidelines and of the Ministry's policies and procedures
- Sound knowledge of Aquatic Biology, hatchery production
- Working knowledge of research methodologies and investigative techniques
- Knowledge of extension principles, methods and techniques

**Minimum Required Qualification and Experience**

- Masters Degree in Aquaculture, Fisheries, Marine Biology, or a related Degree that includes Fisheries and Aquaculture related courses or related discipline or equivalent qualifications;
- Three to five (3 - 5) years' experience in a senior management capacity;
- Eight (8) years overall experience in the field.

**Special Condition Associated with the Job**

- Exposure to hostile clientele and situations where safety and security may be at risk;
- Exposure to challenges and crises which require response at very short notice;
- Required to travel island-wide, including travel to remote locations;
- Exposure to harsh working environment (e.g. aquatic and offshore areas);
- Subject to high stress;
- Challenges and crises which require response at very short notice;
- May be subject to corrupting influences;
- Required, on occasions, to work on weekends and public holidays;
- Required to travel overseas to regional and international meetings, as well as bilateral negotiations with other countries.

**2. Principal Director (Level 11) – Capture Fisheries Division****Job Purpose**

Under the general direction of the Chief Executive Officer (CEO) of the National Fisheries Authority, the Principal Director, Capture Fisheries Division, oversees the operations of the Capture Fisheries Planning, Conservation and Management Branch, the Capture Fisheries Research and Development Branch, as well as the Capture Fisheries Extension Services.

**Key Responsibilities****Administrative:**

- Participates as a part of the Senior Management Team in the formulation of the Strategic, Corporate and Operational Plans for the Authority;
- Leads the Capture Fisheries Division in the preparation of Strategic, Corporate and Operational Plans and Budgets;
- Monitors and controls the implementation of Corporate, Operational/Work Plans and Budgets to ensure that work is carried out as planned and within budget and where necessary, incorporate adjustments to ensure that agreed targets are met;
- Develops, in collaboration with senior staff, work programmes for the accomplishment of sustainable capture fisheries development;
- Ensures that all required processes, systems and controls are in place to enable achievement of the Division's objectives;
- Manages the work programme of the Division by ensuring operational efficiency and cost effectiveness are observed in expenditure and takes corrective action to minimize variances, where necessary;
- Establishes appropriate knowledge management systems and processes to ensure continuous improvement of the institutional capacity;
- Ensures that appropriate knowledge management systems are in place within the Division and with internal and external customers to facilitate the sharing of relevant

information in an accurate and timely manner;

- Ensures that the physical resources, material resources and technical support facilities required for the implementation of the planned initiatives in research, training and extension services are available in adequate supply and used efficiently;
- Ensures the Division's financial activities adhere to the FAA Act and that the Public Bodies Management and Accountability Act, Access to Information Act and other relevant legislation and regulations are also adhered to;
- Ensures that annual plans are consistent with policies and reflect financial targets in collaboration with the CEO;
- Advises on the development and implementation of a corporate reporting system that reinforces timeliness, transparency, accountability and results orientation;
- Ensures adherence to established laws and policies governing the operations of the Authority;
- Advises on the development and implementation of a corporate reporting system that reinforces timeliness, transparency, accountability and results orientation;
- Ensures collaboration with respective GOJ agencies in the execution of the Division's programmes/projects;
- Represents the National Fisheries Authority at relevant fora (national, regional and international conferences, seminars and workshops);
- Prepares and submits performance and other reports.

#### **Technical/Professional:**

- Formulates Capture Fisheries policies, programmes, and projects; oversees and monitors their implementation;
- Conducts periodic reviews and makes recommendations for policy and programme changes, where necessary, to maintain relevance to the Strategic Objectives of the Division;
- Advises the CEO, the Board and other members of MICAF's Executive Management team, as well as MDA's on all capture fishery issues;
- Provides leadership for the planning, development and management of Jamaica's Capture Fisheries Sub-sector and collaborates with relevant bodies to provide support to Regional programmes for Capture Fisheries development;
- Provides leadership on the alignment of programmes and projects within the policy objectives of the Authority;
- Supports the CEO in establishing the strategic direction of the Authority in support of the Authority's priority programmes ;
- Guides the development of the Research Agenda for Capture Fishery and guides implementation to support policy development activities, projects and programmes for sustainable development;
- Builds strong relationships with research and development partners (public and private) and identifies opportunities for collaborative research;
- Provides leadership in communicating a vision to develop research initiatives that will enable Capture Fisheries to achieve its full potential to improve social, economic and ecological development;
- Interfaces with local, regional and international fisheries organizations, regulators and state trade bodies in order to share information, stay abreast of best practices and remain current;
- Oversees the development of Fisheries Extension Services strategies and programmes to ensure proper conservation, protection, management and development of Capture Fisheries;
- Oversees and implements Capture Fisheries policies, programmes and projects and the establishment of appropriate monitoring and evaluation systems;
- Advises on activities related to legal reform and review of Fisheries related legislation;
- Collaborates with the Compliance Division to monitor the capture Fisheries Sub-sector's compliance with the relevant legal provisions and, where necessary, recommends remedies where breaches are detected.
- Develops and implements an integrated Risk Management Programme that facilitates the Division's planning and decision-making mechanism;
- Provides expert strategic and technical advice, briefings and support to the CEO;
- Reviews and advises on issues related to Capture Fisheries related legislation;
- Leads the development and oversees the implementation of the Capture Fisheries; component of the Authority's three (3) year Corporate Plan and the annual Operational Plan and ensures effective Monitoring and Evaluation systems are in place to support implementation. Periodically reviews and makes adjustments where necessary to achieve stated objectives;

- Reviews reports of field inspections, field development areas and work-in-progress in order to identify issues and provide advice and assistance in resolving problems;
- Collaborates with other Directors within the NFA to ensure that all cross-cutting issues relating to the development and sustainability of Capture Fisheries are at a high level of performance;
- Collaborates with the Commercial Division to develop and implement a system of marketing commensurate with the needs of the productive Aquaculture Sector;
- Evaluates and makes recommendations on the feasibility of Capture Fisheries Projects which are proposed by the private and public sector agencies in Jamaica;
- Represents the NFA/Division at local, regional and international seminars, meetings and workshops and prepares relevant papers, makes submissions and presentations as required;
- Prepares and presents technical papers at conferences, seminars and workshops ;

#### ***Human Resource:***

- Provides leadership and guidance to staff through objective setting, effective planning, delegation, communication, training, mentoring and coaching;
- Identifies training and developmental needs of employees and ensures that they are adequately addressed;
- Participates in the recruitment of staff for the Division and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Observes Labour Laws in managing staff;
- Ensures that staff are aware of and adhere to the policies, procedures and guidelines governing the operations of the Division and the Public Service;
- Recommends/administers disciplinary actions in keeping with established Human Resource policies and guidelines;
- Supports the CEO in the establishment and maintenance of a supportive work environment that promotes sound values and positive attitudes, fosters a culture of consultation, team work, employee empowerment and commitment, high performance, continuous innovation and ethical behaviour among the staff in general
- Provides specialist training to staff in areas that need strengthening;
- Monitors and evaluates the performance of Direct Reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Collaborates with the Human Resources Unit to develop and implement a Succession Planning Programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Monitors and reviews the performance of the entire team to ensure that performance targets are met;
- Sets and monitors performance standards for the Division, established with the CEO; assists and facilitates the achievement of performance standards by effective leadership of direct reports;
- Manages the welfare and development of staff in the Division through the implementation of the Performance Management System.

#### **Required Knowledge, Skills and Competencies**

##### ***Core:***

- Strategic visionary skills
- Excellent leadership, teambuilding and management skills
- Excellent negotiating, creative, problem-solving and conflict management skills
- Strong influencing and people management skills to extract high performance and cultivate strong leadership and management skills
- Strong conceptual and visionary skills
- Excellent team building and staff development skills
- Ability to analyze and interpret information for decision making
- Ability to think strategically and solve complex problems
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Strong planning and organizing skills
- Strong customer relations skills
- Initiative
- Integrity
- Proficiency in the use of relevant computer applications

**Functional/Technical:**

- Excellent knowledge of fisheries management, development and conservation principles and strategies
- Sound knowledge of Fisheries legislation and other regional and international fisheries related laws, convention and agreements
- Project management and development skills
- Sound knowledge of the policies and procedures of the National Fisheries Authority
- Good knowledge of public sector laws, rules and guidelines and of the Ministry's policies and procedures
- Working knowledge of research methodologies and investigative techniques
- Knowledge of extension principles, methods and techniques

**Minimum Required Qualification and Experience**

- Master's Degree in Fisheries, Maritime Biology or a related Degree that includes Fisheries and Aquaculture related courses or related discipline or equivalent qualifications;
- Three to five (3-5) years related experience working in at the senior management capacity;
- Eight (8) years overall experience in the field;
- SCUBA Certification and dive experience would be an asset.

**Special Conditions Associated with the Job**

- Exposure to hostile clientele and situations where safety and security may be at risk;
- Exposure to challenges and crises which require response at very short notice;
- Required to travel island-wide, including travel to remote locations;
- Exposure to harsh working environment (e.g. aquatic and offshore areas);
- Subject to high stress;
- Challenges and crises which require response at very short notice;
- May be exposed to corrupting influences;
- Required on occasions, to work on weekends and holidays;
- Required to travel overseas to regional and international meetings, as well as bilateral negotiations with other countries.

Applications accompanied by résumés should be submitted **no later than Tuesday, 28<sup>th</sup> July, 2020 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Industry, Commerce, Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

**Email: [hrm@micaf.gov.jm](mailto:hrm@micaf.gov.jm)**

**Please note that only shortlisted applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**