



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 180** **OSC Ref. C.4858<sup>35</sup>**

29<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 post of **Senior Director, Compliance (Level 9)** in the **National Fisheries Authority, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**, salary range \$3,455,643 to \$4,250,005 per annum and any allowance (s) attached to the post.

#### **Job Purpose**

Under the general direction of the Principal Director, Fisheries Compliance, Licensing and Statistics Branch, the Senior Director, Compliance (Level 9), organizes, manages and directs the staff and operations of the Branch and is responsible for the planning and implementation of Fisheries and Aquaculture Compliance and Enforcement programmes and activities for the Authority.

#### **Key Responsibilities**

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

- Provides administrative guidance to the Compliance Teams;
- Arranges and approves technical and professional projects and initiatives and reviews reports from staff supervised for accuracy and quality standards;
- Develops, in collaboration with the Principal Director, targets, objectives, activities, systems and procedures for the effective management of the Branch;
- Collaborates with the Research Branch to formulate policies, plans, policy and planning guidelines, feasibility studies and surveys for the effectiveness and efficiency of the Branch;
- Writes Corporate, Operational and Work Plans and budgets for the Branch;
- Plans, organizes and manages the work of the Managers and Officers, develops work schedules, programmes, work activities and recommends improved methods and changes as required;
- Ensures compliance with laws, regulations and procedures governing activities and the operations of the Authority;
- Plans schedules and leads site visits related to the management of the functions assigned;
- Undertakes necessary assessments and plans and organizes training sessions and developmental workshops activities on compliance, enforcement and related areas for internal and external clients;
- Implements strategies for conflict resolution and good time management and ensures that projects and programmes are adequately staffed for efficiency and effectiveness;

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

- Co-ordinates, implements and monitors the Fisheries Compliance and Enforcement policies, programmes, projects and activities in collaboration with other local, regional and international bodies;
- Develops and implements an integrated Risk Management Programme that facilitates the strengthening of planning and decision making mechanisms;
- Oversees the enforcement of the Fisheries Act 2018 and related legislation and policies;
- Provides technical advice, guidance and support on compliance, enforcement and related issues to the CEO, Principal Director, internal and external clients;

- Develops, institutes, evaluates and improves compliance control and enforcement systems for licensing, authorizations and permits and ensures their application in the Authority;
- Keeps abreast of regulatory developments as well as evolving best practices in compliance control and supports the Principal Director in creating a culture of compliance;
- Provides technical guidance to staff supervised and reviews and approves proposals, reports, studies, appraisals, operational manuals and technical documents;
- Develops and reviews activities, operational guidelines for implementation, monitoring and evaluation framework to track and report progress regarding outputs and performance indicators;
- Provides preparatory activities to facilitate stakeholders' consultations on issues and prepares related briefs, policy papers and project reports;
- Exercises responsibility for the coordination and administration of the compliance reviews, inspections and investigations relating to the various projects, reports on their operations and provides assistance and guidance to the Principal Director on action to be taken;
- Writes submissions and briefs to support policy changes required for the achievement of the Branch's goals;
- Interfaces with various local, regional and international representatives on fisheries compliance and enforcement issues and develops partnerships and linkages with various stakeholders including private and public representatives to facilitate successful outcomes;
- Ensures compliance with the legal, financial, procurement and technical requirements and responds to related queries;
- Represents the Authority on committees and at conferences, workshops, seminars and meetings, provides professional support, presents papers and makes submissions and presentations as required.

### **Human Resource Management**

- Provides leadership to staff through effective objectives setting, communication, training, mentoring, coaching and motivation;
- Defines areas of responsibility and authority of staff supervised and establishes performance standards to improve operations and increase productivity;
- Assigns work, determines priorities and advises on methodology and work procedures
- Conducts Performance Evaluation meetings and interviews and completes staff appraisal reports;
- Participates in the recruitment of staff and makes recommendations on promotion, disciplinary action and leave in keeping with Human Resource practices, policies and guidelines;
- Ensures that the Compliance Teams are knowledgeable and aware of critical policies, policy guidelines, procedures and regulations.

### **Required Competencies**

#### **Core:**

- Excellent oral and written communication and presentation skills;
- Excellent team building, leadership and management skills;
- Good influencing and people management skills;
- Good planning and organizing skills;
- Excellent interpersonal and customer relations skills;
- Excellent problem solving and conflict management skills;
- Ability to negotiate, think strategically and solve complex problems;
- Ability to analyze and interpret information for decision making;
- Ability to act quickly, decisively and effectively in high pressure situations;
- Ability to multitask and prioritize among conflicting demands and make decisions;
- Proficiency in the use of the relevant computer applications;

**Functional/Technical:**

- Excellent knowledge of the Fisheries Act 2018 and related regulations and guidelines;
- Sound knowledge of the policies and procedures of the National Fisheries Authority;
- Good knowledge of public sector laws, regulations and guidelines.
- Good knowledge of compliance and enforcement strategies and techniques
- Good knowledge of the Fisheries Industry.
- Sound knowledge of planning and evaluation.
- Knowledge of prosecutorial procedures including preparation of statements for Court, etc.

**Minimum Required Qualification and Experience**

- Masters Degree in Fisheries, Marine Biology/Natural Sciences or equivalent qualification from a recognized University.
- Training in compliance and enforcement strategies and techniques.
- At least six (6) years related experience, three (3) of which should be in a senior management capacity

OR

- Bachelor's Degree in Fisheries, Marine Biology/Natural Sciences or equivalent qualification from a recognized University.
- Post Graduate Certification in Compliance and Enforcement or related field
- At least six (6) years related experience, three (3) of which should be in a senior management capacity

**Special Conditions Associated with the Job**

- Position involves extensive fieldwork including visiting fishing beaches, fish landing sites and aquaculture farms island wide; and also includes travelling at sea to offshore areas such as the Pedro and Morant Cays;
- Required to travel locally and overseas for short periods;
- May be required to work weekends, public holidays, outside of normal working hours in the execution of enforcement activities and for extended hours to finalize reports and documents for Court cases, etc;
- May be exposed to situations where personal safety and security may be at risk;
- May be required to attend Court in the capacity as an expert witness for the Crown;

Applications accompanied by résumés should be submitted **no later than Tuesday, 11<sup>th</sup> August, 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**