



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
WEBSITE: www.osc.gov.jm

CIRCULAR No. 387
OSC Ref. C.4858⁴⁰

17th November, 2021

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**:

1. **Manager, Licensing and Registration (Level 8)**, salary range \$2,741,224 - \$3,371,359 per annum and any allowance(s) attached to the post.
2. **Property Officer (Level 6)**, salary range \$1,741,899 - \$2,142,316 per annum and any allowance(s) attached to the post.
3. **Inventory Officer (Level 2)**, salary range \$703,364 - \$865,049 per annum and any allowance(s) attached to the post.
4. **Maintenance Officer (Level 1)**, salary range \$563,447 - \$692,969 per annum and any allowance(s) attached to the post.

1. **Manager, Licensing and Registration (Level 8)**

Job Purpose

Under the general direction of the Principal Director, Fisheries Compliance, Licensing and Statistics Division, the Manager, Licensing and Registration (Level 8), is directly responsible for the efficient operation and management of the Licensing and Registration Branch and ensuring that the requisite applications for registration and licensing, permits and authorizations for individuals, vessels and facilities, are processed and issued in accordance with the provision of Fisheries Act and the policies, standards and guidelines of the Authority.

Key Responsibilities

Management/Administrative:

- Manages the Branch's Budget effectively and efficiently;
- Monitors and controls the implementation of Operational/Work Plans and Budgets to ensure that work is carried out as planned and within budget and where necessary, incorporates adjustments to ensure that agreed targets are met;
- Manages the work programme of the Branch by ensuring that operational efficiency and cost effectiveness are observed in expenditure and takes corrective action to minimize variances, where necessary;
- Represents the National Fisheries Authority at relevant fora (national, regional and international conferences, seminars and workshops);
- Prepares and submits performance and other reports;
- Advises on the development and implementation of a reporting system that reinforces timeliness, transparency, accountability and results orientation.

Technical/Professional:

- Screens/interviews applicants referred by junior staff to ensure they have the necessary requirements for licensing and registration;
- Checks application forms for technical inaccuracies;
- Proof-reads licences and identification cards;
- Liaises with Compliance Managers to select date and venue for off-site registration and licensing exercise;
- Co-ordinates with the Public Relations Branch to generate suitable public awareness material;
- Supervises the processing of applications for registration and licensing;
- Ensures licences and identification cards are appropriately dispatched;
- Advises the Principal Director, Compliance, Licensing and Statistics Division, on all Fisheries Registration and Licensing issues;

- Monitors and reports to the Principal Director on compliance with the legal provisions relevant to registration, licensing, permits and authorizations;
- Develops and implements an integrated Risk Management Programme that facilitates the Branch's planning and decision-making mechanism.

Human Resource Management:

- Identifies the training needs of staff and formulates programmes to facilitate staff training and development;
- Ensures the welfare and developmental needs of staff in the Branch are clearly identified and addressed;
- Provides specialist training to staff in areas of competence;
- Monitors and evaluates the performance of direct reports, provides career guidance, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff and recommends transfer, promotion, disciplinary action, termination and leave, in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch and Organization's goals;
- Monitors performance standards for the Branch and ensures the achievement of same by effective leadership of staff;
- Supports the Principal Director, Compliance, Licensing and Fisheries Statistics, in the establishment and maintenance of a supportive work environment that promotes sound values and positive attitudes, high performance, continuous innovation and ethical behaviour among the staff in general;
- Performs any other related duties assigned by the Principal Director, from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good team building and staff development skills
- Ability to analyze and interpret information for decision making
- Ability to work with people from a variety of cultures and ethnic backgrounds
- Good interpersonal and people management skills
- Good problem-solving, negotiation and conflict management skills
- Excellent oral and written communication skills
- Strong planning and organizing skills
- Strong customer relations skills
- Ability to manage the client interface
- Strong leadership and management skills
- Initiative
- Integrity

Technical:

- Good knowledge of Fisheries and related Legislation
- Knowledge of the Authority's policies and procedures
- Knowledge of the operations of Government
- Familiarity with fishers and fish farming communities issues

Minimum Required Qualification and Experience

- Masters Degree in Business Administration or similar discipline;
- Five (5) years post qualification experience, three (3) years of which should be at the managerial/senior supervisory level;

OR

- First Degree in Business Administration, or similar discipline;
- Eight (8) years post qualification experience, five (5) of which should be at the managerial/senior supervisory level.

Special Conditions Associated with the Job

- May be subjected to high stress;
- Subjected to harsh working environment (e.g. aquatic and offshore areas) and hostile clientele;
- Job requires handling of confidential information;

- May be subject to corrupting influences;
- May be required, on occasions, to work on weekends and public holidays.

2. Property Officer (Level 6)

Job Purpose

Under the direct supervision of the Facilities, Property and Transport Manager, the Property Officer is responsible for the overall maintenance of all properties and buildings occupied, leased or owned by the National Fisheries Authority. In addition, the incumbent collaborates with the Project Management Unit in managing the construction of new buildings, as well as the refurbishing of all existing buildings. The incumbent also co-ordinates duties for infrastructural and civil works programmes to include tendering and specification development.

Key Responsibilities

Technical/professional:

- Participates in the Strategic, Corporate and Operational planning process for the Facilities, Property and Transport Branch;
- Participates in the development and maintenance of the Management Plan for the Authority's property assets;
- Develops and monitors the implementation of the Property Section's Operational Plan;
- Develops the Budget for Property/Estate function;
- Provides technical advice/guidance to the Chief Executive Officer (CEO), Principal Directors and Directors, on property management and maintenance issues;
- Participates as a panellist in the selection of contractors;
- Manages construction/refurbishing project issues, budget and schedules;
- Represents the Authority at meetings, conference and related fora;
- Participates in the review and critique of proposed changes to engineering standard, policies or details;
- Participates in Tender reviews and preparation of reports;
- Administers the operation and upkeep of the Authority's physical plant and facilities;
- Conducts research and surveys to gather field data in order to identify and assess Authority's wide property renewal and maintenance needs;
- Co-ordinates the development of intra-divisional processes to ensure an integrated approach to facility renewal and modernization;
- Prepares and schedules rehabilitations and maintenance works;
- Co-ordinates modification and modernization of the facilities and buildings to ensure projects are completed on time and within Budget;
- Implements strategies for continuous improvements to infrastructure and other property needs;
- Develops and implements preventive maintenance schedules in order to yield optimal economic benefits from facilities;
- Advises the Senior Director and CEO on the funding needs to adequately maintain the physical plant/facilities and property of the Authority;
- Ensures that basic amenities such as water, electricity, and telephone services are always available at the facilities;
- Collaborates with the Projects Section on building improvements, renovations or refurbishments; advises on issues related to relocation and leasing;
- Inspects repairs undertaken to ensure consistent quality and, where there are discrepancies, gives instructions for improvements to be made;
- Assesses the condition of buildings, furnishing, electrical and other equipment and tools and recommends repair/replacement;
- Ensures that routine and emergency repairs are promptly undertaken and that established procedures are adhered to;
- Drafts contract documents in consultation with the Senior Director and Senior Legal Officer;
- Prepares engineering analysis of projects to include: preliminary design, calculate, life cycle cost and equipment selection;
- Prepares and interprets blueprint, schematic drawing, payouts and other visual aids;
- Prepares technical construction specifications which include design technical drawing sketches;
- Manages construction documents printing process;
- Monitors the activities of contractors to ensure timely delivery of projects;
- Participates in the preparation of standards and guidelines for casual works;
- Performs routine evaluation of proposals per contractual works;

- Supervises the construction of projects to ensure buildings constructed are in accordance with drafted plans;
- Oversees the maintenance of buildings and other infrastructure of the Authority;
- Functions as Technical Inspector on Engineering Projects;
- Conducts safety compliance inspections and conditions surveys for civil works projects;
- Prepares basic structural designs, works drawing and specifications;
- Prepares Maintenance Schedules for the Authority's building and properties within accepted timelines and supervises timely responses/implementation;
- Supervises the maintenance and repairs of properties and buildings;
- Manages the Security Portfolio for all Fisheries properties;
- Provides Status Reports on the Authority's properties within agreed timeline;
- Performs any other related duties assigned by the Facilities and Property Manager.

Required Knowledge , Skills and Competencies

Core:

- Good oral and technical report writing skills
- Good customer relations and interpersonal skills
- Good time management skills
- Good negotiating skills
- Good planning and organizing skills
- Good analytical and problem-solving skills

Technical:

- Good project planning skills
- Good knowledge of GOJ Procurement Policies and Guidelines
- Knowledge of contract administration
- Proficiency in Computer Applications including Auto CAD and Microsoft Applications
- Competence in designing and interpreting engineering drawing, briefs and diagrams
- Good knowledge of safety regulations and programmes
- Good knowledge of Engineering works and Surveying techniques
- Good knowledge of Quantity Surveying techniques
- Sound knowledge of the National Building Code

Minimum Required Qualification and Experience

- First Degree in Facilities Management/ Construction Management/Civil Engineering/Land Valuation or related Degree in a Built Environment discipline;
- Three (3) years' experience in Civil Works or in a related field;
- Holder of a Valid General Driver's Licence.

Special Conditions Associated with the Job

- Required to work beyond normal working hours to attend evening meetings;
- Extensive travelling island-wide;
- Exposure to sun, dust, excess water and noise during inspection of work sites;
- Required to travel on sea;
- Required, on occasions, to work on weekends and public holidays;
- Moderate physical effort required involving long periods of standing/walking and climbing ladders.

3. Inventory Officer (Level 2)

Job Purpose

Under the direct supervision of the Manager, Facilities, Property and Transport, the Inventory Officer (Level 2) is responsible for establishing and maintaining Inventory Records of the Authority's furniture, equipment and assets. The incumbent is also responsible for identifying and recommending equipment, furniture and assets that should be disposed of by the relevant authorities utilizing Government of Jamaica's guidelines.

Key Responsibilities

Technical/Professional:

- Establishes systems, procedures and activities to facilitate the optimum levels of Inventory for the NFA.
- Identifies, records and ensures that all Government furniture, equipment and other assets are inventoried;
- Examines supply invoices and compares with purchase orders;
- Maintains and secures all Inventory Records in Head Office and Outstations;
- Monitors location of all furniture, equipment and government assets;
- Visits the stockroom on a daily basis;
- Develops and maintains a Master Inventory of furniture, equipment and assets of the NFA's offices;
- Identifies and recommends repairs and safe disposal of furniture, equipment and other assets;
- Ensures that the proper protocol is utilized to dispose of Government's assets;
- Installs and maintains all location records in the NFA's offices, including Outstations;
- Lists goods, equipment and furniture as received;
- Updates Master Inventory records electronically and manually;
- Travels island-wide to conduct Inventory duties;
- Liaises with members of staff to ensure proper usage of Government furniture, equipment and asset;
- Prepares reports on all equipment and furniture that are to be disposed of or repaired;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Strong customer relations skills
- Good planning, decision-making, analytical and organizing skills
- Methodical and detailed approach
- Good interpersonal skills
- Good numeric skills

Technical:

- Knowledge of the operations of Government and of the NFA's policies and financial guidelines
- Sound knowledge of Inventory Management
- Sound knowledge of Records Management
- Proficiency in the use of the relevant computer applications
- Knowledge of Accpac accounting software would be an asset

Minimum Required Qualification and Experience

- Diploma in Inventory Management, Business Management or related disciplines;
 - Two (2) years' experience in a comparable working environment;
- OR**
- Certificate in Inventory Management, Business Management or related disciplines;
 - Four (4) years' experience in a comparable working environment;
- OR**
- Four (4) CXC or GCE O'Level subjects, including English Language and Mathematics;
 - Five (5) years' experience in a comparable working environment.

Special Conditions Associated with the Job

- Required to visit the stockroom, a non-office environment, on a daily basis;
- Some lifting may be required;
- Required to travel island-wide.

4. Maintenance Officer (Level 1)

Job Purpose

Under the direct supervision of the Office Services Supervisor (Level 5), the Maintenance Officer (Level 1) is responsible for the cleaning and overall maintenance of the Office grounds and other boundaries of the Authority's property.

Key Responsibilities

- Mows lawn and clears shrubs in the yard and attends to all gardens on the premises;
- Gathers and disposes of all garbage;
- Disposes of garden waste (e.g. cutting from edges) properly;
- Effects minor repairs;
- Cuts weeds and water lawns and trim hedges;
- Sweeps and rakes premises;
- Assists with removing cob webs from buildings;
- Assists with cleaning of windows;
- Assists with the removal of furniture and equipment as required;
- Maintains the outer areas of the property by clearing away debris along the boundaries;
- Maintains all garden areas;
- Performs any other related duties assigned by the Office Manager.

Required Knowledge, Skills and Competencies

- Basic oral and written communication skills
- Basic gardening skills

Minimum Required Qualification and Experience

- Completed Grade 9 level education;
- Literate and numerate;
- Experience in the relevant equipment as it relates to lawn, mowing and gardening;
- Gardening experience.

Special Condition Associated with the Job

- Environment requires working outdoors in the sun.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 30th November, 2021 to:**

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

E-mail: hrm@moa.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