



Office of the Services Commissions

(Central Government)

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1st July, 2022

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, Ministry of Agriculture and Fisheries**:

1. **Senior Director, Capture Fisheries Extension Services (Level 9)**, salary range \$3,593,869 - \$4,420,005 per annum and any allowance(s) attached to the post.
2. **Director, Research and Development (Level 9)**, salary range \$3,593,869 - \$4,420,005 per annum and any allowance(s) attached to the post.
3. **Director, Farm Management and Production (Level 8)**, salary range \$2,850,873 - \$3,506,213 per annum and any allowance(s) attached to the post.
4. **Senior Capture Fisheries Extension Officer (Level 7) - (2 Posts)**, salary range \$2,272,568 - \$2,794,973 per annum and any allowance(s) attached to the post.
5. **Capture Fisheries Extension Officer (Level 5) - (2 Posts)**, salary range \$1,444,094 - \$1,776,054 per annum and any allowance(s) attached to the post.

1. Senior Director, Capture Fisheries Extension Services (Level 9)

Job Purpose

Under the general direction of the Principal Director Capture Fisheries Division, the Senior Director, Capture Fisheries Extension Services directs the operations of the Branch.

The incumbent is responsible for the design, development and management of the Capture Fisheries Extension Programme. The incumbent also participates in the planning, organization, development and administration of systems, procedures and programmes for the development and management of Capture Fisheries in Jamaica. Accordingly, the incumbent provides technical advice, briefings and support to the Principal Director of the Capture Fisheries Division and other senior officials.

The Senior Director, Capture Fisheries Extension Services is also responsible for evaluating and monitoring the performance and effectiveness of fisheries development and management activities with respect to the engagement of Capture Fisheries stakeholders. The post provides advice to inform decision-making relating to the implementation of activities and performance outputs within the extension services regime. Additionally, the incumbent participates in and contributes to the Authority's Strategic Planning and Budgeting processes, as a member of the Senior Management Team.

Key Responsibilities

Management/Administrative:

- Manages the programmes and activities of the Capture Fisheries Extension Services Branch in accordance with the established policies, laws and regulations of the Authority;
- Develops the Branch's Operational Plans and policies, and monitors to ensure that work is carried out as planned;
- Prepares the Branch's Budget and manages funds required for programmes/projects;
- Ensures that all required processes, systems and controls are in place to enable achievement of the Branch's objectives;
- Manages the Work Programme of the Branch to ensure that there is operational efficiency and that agreed targets are met;
- Develops in collaboration with staff, Work Programmes for the accomplishment of island-wide extension services;
- Ensures that the physical and material resources necessary for the implementation of the planned extension initiatives are available in adequate supply and used efficiently;

- Represents the National Fisheries Authority (NFA) at international conferences, seminars and workshops concerning fish production, distribution and sustainability.

Technical/Professional:

- Develops, co-ordinates and monitors the implementation of an effective Extension Programme for Capture Fisheries;
- Monitors the various technical assistance services to fishers e.g. boat maintenance and repairs;
- Develops proposals for the implementation of benefits such as subsidies and incentives to fishers ensuring that the system is not abused;
- Promotes the use of fish aggregating devices, and artificial reefs in order to improve catches;
- Co-ordinates the development and implementation of business arrangements to assist fishes with marketing;
- Collaborates with the Research Branch to develop and implement production measures aimed at enhancing the value chain;
- Collaborates with the Director of Compliance and Licenses to report breaches of regulations by fishers;
- Participates in and contributes to an efficient system of fishery data collection in order to facilitate the planning process;
- Develops strategies/programmes for the dissemination of information to fishers and other stakeholders; ensures that same is effectively implemented;
- Analyzes and interprets relevant information/data provided by the extension services and/or the Director, Data and Information Management;
- Evaluates and monitors the performance and effectiveness of fisheries development and management activities with respect to the engagement of Capture Fisheries stakeholders;
- Liaises with the local, regional and international Government and Non-government Organizations concerned with conservation and sustainable utilization of marine species;
- Participates in workshops and seminars to share technical information on extension services matters;
- Ensures compliance with local and international seafood standards;
- Recommends the revision of policy guidelines in order to meet the global changes in the Fishing Industry.

Human Resource Management:

- 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;
- Participates in the recruitment of staff for the Branch and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Collaborates with the Principal Director, Capture Fishery and the Human Resource Management Unit in the development and implementation of a Succession Planning Programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the Branch;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of staff in the Branch are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Authority's goals;
- Performs any other related duties that may be assigned from time to time by the Chief Executive Officer and/or the Principal Director from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership and management skills
- Good interpersonal and people management skills
- Good oral and written communication skills
- Strong customer relations skills
- Good problem-solving and conflict management skills
- Proficiency in the use of relevant computer applications

Technical:

- Sound knowledge of the Fisheries Act and related regulations and guidelines
- 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
- Excellent knowledge of fishery extension principles, methods and techniques
- Excellent knowledge of Capture Fishery production
- Good project management skills
- Sound business management and development skills

Minimum Required Qualification and Experience

- Master's Degree in Fisheries, Marine Biology or related discipline;
- Six (6) years related experience with at least three (3) years in a Senior Management capacity.

OR

- BSc Degree in Fisheries, Marine Biology or related discipline;
- Eight (8) years related experience with at least two (2) years in a Senior Management capacity.

Special Conditions Associated with the Job

- Exposure to challenges and crises which require response at very short notice;
- Impacted by high stress from other Government directed programmes;
- Required to travel island-wide, including travel to remote locations.

2. Director, Research and Development (Level 9)

Job Purpose

Under the direction of the Principal Director, Capture Fisheries Division, the Director Research and Data Management is responsible for managing the design, conduct, assessment and evaluation of research to support policy development and implementation of activities, projects and programmes. In particular the incumbent will assume a lead role in the co-ordination of initiatives to enhance global collaboration with a view to enhancing economic growth and development. Additionally, he/she will devise an effective communication strategy to communicate an inspirational vision to develop research initiatives that will enable fisheries to reach its full potential to improve and maintain the long-term sustainability of marine fisheries.

Key Responsibilities

Management/Administrative:

- Provides advice and guidance to the Principal Director, Capture Fisheries Division;
- Participates in the Division's Strategic Planning process;
- Prepares Operational Plans and appropriate Budget and manages funds required for research programmes/projects;
- Monitors the implementation of developmental Operational Plans and Budgets for the Branch to ensure that work is carried out as planned and within Budget and that agreed targets are met;
- Creates an effective team within the Branch to achieve agreed objectives and targets;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Provides day to day leadership and direction in performance improvement and oversees and manages the team's activities and operations;
- Ensures that all necessary processes, systems and controls are in place within the Branch to enable achievement of its objectives;
- Ensures that appropriate knowledge management systems are in place within the team and with other internal and external stakeholders to facilitate the sharing of relevant information in an accurate and timely manner;
- Reviews Work Plans and reports to ensure that they contain relevant information and conform to standard requirements;
- Represents the Authority at meetings of various levels.

Technical/Professional:

- Advises the Principal Director, Capture Fisheries on the conduct of research to meet national and international Sustainable Development Agenda;
- Maintains current knowledge of capture fisheries assessment and research techniques to enhance the efficiency and accuracy of all research;

- Oversees and leads the research and development agenda for fisheries; provides guidance for the development and implementation of a coherent global research strategy for Capture Fisheries Division and ensures that the research strategy is innovative and aligns with the priorities of beneficiaries and donors;
- Provides dynamic leadership and vision for the role of fisheries in the global efforts to tackle poverty, hunger and environmental degradation via the Research Programme;
- Builds strong relationships with research and developmental partners (public and private) and identify opportunities for collaborative research;
- Provides collaborative leadership through strong partnerships with executive level peers to strengthen overall leadership effectiveness and with the Senior Management Team strengthen the rigor and integration of science underpinning the Research Programme;
- As a member of the Senior Management Team, influences and shapes the Organization's direction while providing challenging and pragmatic insights to reflect external realities;
- Ensures that the necessary research and assessment is conducted to determine annual levels of Total Allowable Catch for Quota based fisheries such as Queen Conch;
- Ensures the development and implementation of Fish Stock Enhancement programmes and projects;
- Directs research to identify new fishing opportunities;
- Prepares Output Reports and Scientific papers;
- Responds to fishery management and policy queries regarding the impact of management and policy decisions of the relevant fish stocks and fishery habitats;
- Participates in workshops and seminars designed to educate and inform fishermen;
- Attends Court to give expert evidence on behalf of the Authority;
- Participates in local, regional and international scientific meetings, conferences and seminars.

Human Resource:

- Recommends training and development for staff members of the Branch;
- Participates in the recruitment, training, assignments and evaluation of professional and technical staff;
- 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;
- Identifies skill/competency gaps and contributes to the development and Succession Planning for the Branch to ensure adequate staff capacity;
- Makes recommendations in the recruitment process for staff within the Fisheries Research and Development Branch; recommends transfer, staff for promotion, 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;
- Ensures the welfare and developmental needs of staff in the Branch are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch, Division and Authority's goals;
- Performs any other related duties that may be assigned from time to time by or through the Principal Director, Capture Fisheries.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership and management skills
- Good interpersonal and analytical skills
- Excellent oral and written communication skills
- Strong customer relations skills
- Good problem-solving and conflict management skills
- Proficiency in the use of relevant computer applications

Technical:

- Excellent knowledge of fishery research and assessment methodologies
- Sound knowledge of qualitative and quantitative data research
- Ability to analyze and interpret the development needs for the Sub-sector
- Sound knowledge of the relevant policies, laws and regulations
- Sound knowledge of statistical methods
- Sound knowledge of fishery data collection methods and analyses
- Working knowledge of fisheries and statistical computer software programmes

- Good project management skills
- Knowledge of the operations of Government/Knowledge of the Authority's
- policies and procedure

Minimum Required Qualification and Experience

- Master's Degree in Fisheries, Marine Biology or related sciences/discipline or equivalent qualifications;
 - Five (5) years related experience working in a senior management capacity with at least three (3) years in a research environment;
 - SCUBA Certification and dive experience would be an asset.
- OR**
- Bachelor's Degree in Fisheries, Marine Biology or related sciences/discipline or equivalent qualifications;
 - Seven (7) years related experience working in a research environment with at least three (3) years in a Senior Management capacity;
 - SCUBA Certification and dive experience would be an asset.

Special Conditions Associated with the Job

- Position involves extensive field work (fishing beaches, fish landing sites island wide) including technical and research dives, travelling at sea to offshore areas such as the Pedro and Morant Cays;
- Involves travel overseas to regional and international meetings as well as bilateral co-operation with other countries;
- Working in volatile areas.

3. Director, Farm Management and Production (Level 8)

Job Purpose

Under the direction of the Principal Director, Aquaculture Division, the Director, Farm Management and Production is responsible for developing, co-ordinating and managing the Production Programme of the Aquaculture Division. This includes production in both freshwater and mariculture facilities. Accordingly, the incumbent co-ordinates the operational activities of the various production Units to include tilapia, mariculture species and ornamentals to ensure implementation of best practices, consistent production and good quality.

The incumbent also collaborates with the Aquatic Health Specialist and Research Officers to ensure good aquatic health by monitoring and providing information on the growth and performance of the fish stock. Additionally, the incumbent develops plans and budgets for farms/facilities and delivers training programmes targeting potential and existing persons involved in aquaculture.

Key Responsibilities

Management/Administrative:

- Co-ordinates the development of the Operational Plan, Work Programme and Work Schedules for the Farm Management and Production Branch;
- Reviews Work Plans and directs staff in the production of aquaculture products to ensure that work is carried out as planned and in accordance with established standards;
- Prepares submission for budgetary provision in respect of the operation of the production farms;
- Collaborates with Procurement personnel to source the materials necessary for the operations of the Branch and makes recommendations accordingly.
- Manages and deploys the material resources necessary for the daily operations of the farms;
- Identifies existing and potential problems and makes recommendations for relevant solutions;
- Organizes and coordinates meetings for the Farm Management and Production Branch, attends meetings of various levels and participates in training sessions as required.

Technical/Professional:

- Develops, directs and monitors the Annual activities and performance of the farming operations;

- Develops and manages the implementation of strategies to ensure smooth, safe and efficient production farm operations;
- Co-ordinates the activities of various Production Units e.g. Tilapia, Mariculture Species and Ornamentals to ensure ongoing compliance with established standards and best practices as well as consistent and good quality production;
- Ensures the collection of water samples for testing and the maintenance of records of water quality and other environmental data associated with the production of aquaculture products;
- Develops the necessary protocols to ensure the maintenance of equipment including aquaculture vessels;
- Reviews production records to ensure that complete and accurate records are maintained;
- Oversees the management and maintenance of inventory records for aquaculture products and equipment in order to ensure that supplies and materials required for production and farm management are in stock;
- Develops procedures to ensure that equipment are checked regularly and ensures that same are in good working condition;
- Ensures that production Units, farm facilities and associated infrastructure e.g. plumbing infrastructure are operational, properly maintained and in good working condition;
- Develops in conjunction with the Aquatic Health Specialist protocols to ensure good aquatic health;
- Provides feedback to Research and other relevant Units on growth and performance of fish stocks;
- Collaborates with the Senior Research Officer to develop protocols to ensure that aquaculture products are safe for human consumption;
- Develops in conjunction with the Aquatic Health Specialist, protocols to address the quarantine and treatment of any disease outbreak at the farms;
- Ensures that the farms comply with established and accredited standards for the production of aquaculture products;
- Contributes to the determination of production costs for aquaculture products;
- Collaborates and co-ordinates with relevant Units regarding requests for the purchase and delivery of aquaculture products and makes the necessary production arrangements;
- Co-ordinates with the Regional Aquaculture Extension Officer/Extension Officers regarding the delivery of aquaculture products to fish farmers;
- Prepares and submits monthly, quarterly, annual and other ad hoc reports to keep the Principal Director and other Senior Management staff informed of the operation and performance of the Farm Management and Production Branch;

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Section;
- Recommends 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;
- Ensures that the welfare and developmental needs of staff in the Section are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Section's Division's and Organization's goals;
- Performs any other related duties that may be assigned from time to time by the Principal Director, Aquaculture Division.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership and management skills
- Strong planning and organizing skills
- Good interpersonal and people management skills
- Good oral and written communication skills
- Strong customer relations skills
- Good problem-solving and conflict management skills
- Proficiency in the use of relevant computer applications

Technical:

- Sound knowledge of the Fisheries Act and related regulations and guidelines
- Sound knowledge of the policies and procedures of the National Fisheries Authority

- Excellent knowledge of Aquaculture production techniques and systems
- Sound knowledge of fish farm management practices
- Working knowledge of motorboats operations
- Ability to swim

Minimum Required Qualification and Experience

- Masters Degree in the Social/Natural Sciences or related field with sound knowledge of Fisheries/Aquaculture/Natural Resources Management and Conservation;
- Demonstrated experience at a management/supervisory level;
- Five (5) years' experience in Fisheries.

OR

- Bachelor's Degree in the Social/Natural Sciences or similar discipline.
- Post Graduate Certification in Fisheries/Aquaculture/Natural Resources Management and Conservation.
- Demonstrated experience at a management/supervisory level.
- Five (5) years' experience in Fisheries.

Special Conditions Associated with the Job

- Exposed to medium stress and required to respond to challenges at very short notice
- Constant exposure to salt, wind and sun
- Working long hours in water or at sea
- May encounter predatory aquatic animals
- Occasional lifting of heavy objects
- Moderate travelling islandwide
- Exposed to working in volatile communities
- Moderate overseas travel
- Exposure to harmful chemicals

4. Senior Capture Fisheries Extension Officer (Level 7)

Job Purpose

Under the general supervision of the Regional Fisheries Extension Officer, the Senior Capture Fisheries Extension Officer has responsibility for co-ordinating the Extension Service Programmes and activities within an assigned parish to ensure that the policies, plans and programmes to facilitate Capture Fisheries development and management are implemented. He/she provides ongoing support with the implementation of relevant programmes and projects of the National Fisheries Authority at the parish level.

Accordingly, the incumbent facilitates the implementation of strategies and programmes to ensure proper conservation, protection and management of the natural (marine and riverine) fishable resources. The incumbent also implements programmes to ensure technology transfer, training, capacity building and the facilitation of interventions to support the development and efficient operation of Capture Fisheries within the parish. He/she also monitors the impact of the extension policies at the parish level and provides feedback, thereby creating linkages between the needs of the Sector and research activities.

Additionally, there is a requirement for the incumbent to participate in the planning, organization, development and administration of systems, procedures and programmes for the development and management of Capture Fishery in Jamaica.

Key Responsibilities

Management/Administrative:

- Participates in the formulation of Regional Capture Fisheries plans and programmes;
- Supervises the implementation of programmes and projects in the parish to ensure that work is carried out effectively and that the agreed targets are met;
- Participates in the Organization of fisheries meetings, seminars and workshops within the parish;
- Prepares Monthly, Quarterly, Annual reports and any other ad hoc reports that may be required;
- Represents the Capture Fisheries Extension Services Branch at conferences, seminars and workshops on aquaculture and related matters.

Technical/Professional:

- Manages, co-ordinates and implements Capture Fisheries Extension Services' programmes and projects related to the national development of the Fisheries Sector;
- Recommends changes in policies relating to the Fisheries Sector in light of globalization trends and conservation and management measures being undertaken worldwide for sustainable fisheries development;
- Represents the Director at meetings, seminars, workshops at the national, regional and international levels;
- Co-ordinates and provides a mechanism in which fisheries and fisheries-related conflicts can be heard across a diverse stakeholder base (e.g. pollution, accidents at sea, theft of fish and fishing gear, beach infrastructure, etc.);
- Works in collaboration with related Agencies in the development and co-ordination of fisheries related activities in the wider Sector (e.g. Jamaica Defence Force Coast Guard, Marine Police, National Environment and Protection Agency, Non-Government Organizations, Community-Based Organizations, etc.);
- Develops and implements Capture Fisheries Extension Programmes and activities within an assigned parish;
- Disseminates information and transfers technology in fisheries to fishers and other relevant stakeholders;
- Ensures the implementation of Educational Programmes relating to fisheries management, development and conservation through activities at the parish level;
- Represents the National Fisheries Authority at Court proceedings on matters relating to contravention of the Fisheries Act;
- Collaborates with local, regional and international specialists involved in fisheries related activities to keep abreast with developments in the fisheries;
- Makes recommendations to the Regional Fishery Extension Officer with respect to the management of issues affecting fisheries resources and fishery activities within an assigned parish;
- Liaises with governmental and nongovernmental Organizations concerned with the conservation and sustainable utilization of marine species;
- Supports the development and maintenance of databases for the storage of fisheries data to ensure timely and accurate dissemination of information to the Sector;
- Supports the implementation of activities to ensure the adaptation of local and international seafood standards through the Organization of workshops, seminars and training courses ;
- Recommends the revision of policy guidelines in order to meet the global changes in the Fishing Industry;
- Collaborates with the Principal Director, Compliance, Licensing and Projects to disseminate information on the registration and licensing process of fishermen and boats;
- Inspects fishing vessels to ensure that they meet specified requirements in keeping with fishing regulations;
- Provides technical training to fisher folk;
- Conducts interviews with fisher folk and collects data on fish caught;
- Investigates and reports on loss of fishing equipment;
- Investigates and reports on cases of accidents at sea involving fisher folk and forward relevant information to the Director, Fisheries Extension Services for action;
- Prepares reports on the condition of the beaches;
- Liaises with the Department of Co-operatives in the promotion and supervision of the fishermen's Co-operative and reports on their progress;
- Performs any other related duties that may be assigned from time to time by the Regional Capture Fishery Extension Officer.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff supervised are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals.

Required Knowledge, Skills and Competencies**Core:**

- Good leadership and management skills
- Good interpersonal skills
- Strong oral and written communication skills

- Good time management skills
- Strong customer relations skills
- Good problem-solving and conflict management skills
- Proficiency on the use of relevant computer applications

Technical:

- Sound knowledge of Fisheries Act 2018 and Regulations
- Sound knowledge of the policies and procedures of the National Fisheries Authority
- Good programme development and project management skills
- Sound knowledge of local and international capture fisheries production
- Good knowledge of fisheries extension services
- Working knowledge of economics and business management principles and practices

Minimum Required Qualification and Experience

- BSc in Fisheries Biology or related discipline or equivalent qualifications;
- Two (2) years' experience in Fish Production and Extension Services in a comparable working environment.

Special Conditions Associated with the Job

- Exposure to challenges and crises which require response at very short notice;
- Required to work in brackish, riverine, coastal and offshore marine environment;
- Exposure to long hours in the sun, dust and water;
- May be necessary to wear protective clothing at times, e.g. rubber boots;
- Required to travel locally, including travelling to remote locations;
- Required to travel overseas;
- Exposure to working in volatile communities.

5. Capture Fisheries Extension Officer (Level 5)

Job Purpose

Under the supervision of the Director, Capture Fisheries Extension Services Branch, the Capture Fisheries Extension Officer has responsibility for the implementation of extension service strategies and programmes at the parish level in order to ensure proper conservation, protection and management of the natural (marine and riverine) fishable resources.

The incumbent implements programmes to ensure technology transfer, training, capacity building and the facilitation of interventions to support the development and efficient operation of Capture Fisheries within the parish. He/she provides feedback on the impact of extension policies at the parish level, thereby creating linkages between the needs of the Sector and research activities.

Additionally, the incumbent provides ongoing support for the development and implementation of relevant programmes and projects of the National Fisheries Authority (NFA).

Key Responsibilities

Technical/Professional:

- Assists in organizing and arranging time schedules for field trips;
- Provides input in the preparation of Annual, Quarterly and Monthly reports;
- Assists in the implementation of emergency management response for the Fisheries Authority;
- Liaises with Government and Non-governmental Organizations concerned with the conservation and sustainable utilization of marine species;
- Provides technical training to fishers;
- Participates in reviews on policies relating to the Fisheries Sector in light of globalization trends and conservation and management measures;
- Supports the implementation of Capture Fisheries Extension activities;
- Participates in the dissemination of information and the transfer of technology to fishers and other relevant stakeholders;
- Supports the implementation of Educational Programmes relating to fisheries management, development and conservation;
- Collaborates with the Compliance Branch on matters relating to contravention of the Fisheries Act;
- Prepares reports on the condition of the beaches;
- Investigates and reports on the loss of fishing equipment;

- Supports the implementation of activities to ensure the adaptation of local and international seafood standards through the organization of workshops, seminars and training courses;
- Performs any other related duties that may be assigned from time to time by the Senior Fisheries Extension Officer.

Required Knowledge, Skills and Competencies

Core:

- Leadership and organizational skills
- Good interpersonal and people management skills
- Good oral and written communication skills
- Good customer relations skills
- Good problem-solving and conflict management skills
- Proficiency on the use of relevant computer applications

Technical:

- Good knowledge of Fisheries Act 2018 and Regulations
- Good knowledge of the policies and programmes of the National Fisheries Authority
- Good knowledge of Regional and International conventions and agreements
- Good knowledge of Capture Fisheries production
- Basic knowledge of Project Management
- Basic knowledge of economics and business management principles and practices
- Understanding of local and international Capture Fisheries production

Minimum Required Qualification and Experience

- Associate Degree in Fisheries Biology or related discipline; **or**
- Diploma in Fisheries Biology or related discipline;
- Two (2) years working experience in a comparable environment.

Special Conditions Associated with the Job

- Exposure to challenges and crises which require response at very short notice;
- Required to work in brackish, riverine, coastal and offshore marine environment;
- Exposure to long hours in the sun, dust and water;
- May be necessary to wear protective clothing at times, e.g. rubber boots;
- Required to travel locally, including travelling to remote locations;
- Required to travel overseas;
- Exposure to working in volatile communities.

Applications accompanied by résumés should be submitted **no later than Thursday, 14th July, 2022 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**