



## Office of the Services Commissions

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### **CIRCULAR No. 323** **OSC Ref. C. 4858<sup>43</sup>**

**29<sup>th</sup> 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 be assigned to the following posts in the **National Fisheries Authority, Ministry of Agriculture and Fisheries**:

1. **Senior Director, Corporate Services (Level 9) - (Not Vacant)**, salary range \$3,593,869 - \$4,420,005 per annum and any allowance(s) attached to the post.
2. **Manager, Public Procurement (Level 8) - (Not Vacant)**, salary range \$2,850,873 - \$3,506,213 per annum and any allowance(s) attached to the post.

#### **1. Senior Director, Corporate Services (Level 9)**

##### **Job Purpose**

Under the general direction of the Chief Executive Officer, the Senior Director, Corporate Services (Level 9) is responsible for providing technical and managerial direction to the staff of the Division.

The post has overall responsibility for the Authority's Human Resources Management and Development, Corporate Planning, Procurement, Public Relations and Corporate Communications, Facilities, Property and Transport Management, Information and Communications Technology and attendant administrative and corporate functions. There is also the requirement to develop and implement strategies, programmes and special projects to facilitate the achievement of the Authority's Mission, goals and objectives.

##### **Key Responsibilities**

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

- Reviews and approves the setting of objectives and goals to support the achievement of targets;
- Develops and recommends, proposals or guidelines together with explanatory background papers detailing the implications of proposals and the consequences of proposed actions in terms of cost and impact;
- Provides technical advice, guidance and expertise to the Chief Executive Officer, Principal Director, Directors, Managers and general staff on matters relating to the various services provided;
- Provides leadership and direction and oversees the development of Annual Budgets, strategic, corporate, operational and Individual Work Plans in keeping with required guidelines and regulations;
- Monitors, in conjunction with the Director, Finance and Accounts, the implementation of the plans and budgets to ensure that the Division's work is carried out according to plan and within Budget;
- Establishes and maintains systems/programmes to foster a culture of service and teamwork within the Division and by extension the Authority;
- Arranges, co-ordinates and leads the periodic effectiveness and efficiency review of the structure and staffing of the Division to facilitate excellent service;
- Develops, constantly reviews and institutes appropriate systems and procedures to foster a culture of high performance and customer orientation for the delivery of the various services provided by the Division;
- Keeps abreast of best practices and developments and recommends their adoption/application where appropriate;
- Represents the Authority at meetings, negotiations, conferences and other fora and makes the necessary presentations and speeches as directed.

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

- Provides expert advice, briefings and support to the CEO and Directors on all matters relating to Corporate Services and policy;

- Provides oversight to the Corporate Planning Programme, monitors the preparation of Corporate and Strategic Plans to ensure the integration of targets, indicators and other performance measures in the planning and budgeting process;
- Ensures that the NFA has a co-ordinated and well-functioning process for the development of its Corporate Plan, Operational Plan and Budgets which is consistent with the policies and the Government as a whole;
- Ensures that the NFA has a system for evaluating performance against the outcomes stated in its Corporate and Operational Plans;
- Consults regularly with CEO, Directors and managers regarding plans, programmes and projects developed in their particular area to ensure compliance and alignment with the Corporate/Strategic/Operational and Business Plans, regulations and policies and takes remedial action where necessary;
- Oversees the Human Resources Management issues, ensuring that Performance Management and related standards are maintained and performance targets met;
- Investigates complaints and delays, reports on issues, identifies conflicts and implements or recommends corrective actions;
- Leads, oversees and ensures that Corporate Services are continually being developed to strategically support the achievement of the NFA's objectives;
- Oversees the Procurement Systems for the proper acquisition and utilization of resources in accordance with the Procurement Handbook, Government policies, procedures and the FAA Act and other regulations and guidelines.

***Physical Facilities and Asset Management:***

- Ensures that physical facilities and assets (fixed and current) are managed effectively and that the NFA's operations are conducted in a secure, comfortable and functional work environment;
- Ensures the implementation of Maintenance and Security programme to protect the Authority's buildings, motor vehicles, equipment, personnel and information.

***PR and Corporate Communications:***

- Leads, develops, implements and evaluates continuously a cross cutting Public Relations and Communications Programme utilizing a range of approaches;
- Ensures that appropriate Communication and Knowledge Management Systems are in place to facilitate the dissemination of accurate and timely information within the NFA and to the wider public;
- Ensures provision of leadership and guidance to all Divisions on communications and public affairs matters, ensuring a consistency in approach and message during all communications activities.

***Library/Records Management:***

- Directs the development and effective management of the Library/Records Management Programme, organizing records from creation through to eventual disposal in keeping with best practices and international standards thereby enabling appropriate responses to Access to Information requests;
- Ensures that all technical papers and records are collated, maintained, stored and can be retrieved in a timely manner;
- Ensures that the processes and procedures of the NFA are recorded and revised so that they are always up to date;
- Ensures that the information and research needs of the NFA are met;
- Ensures that a system is implemented to manage and make available electronic information, correspondence/records;
- Ensures that the NFA meets its obligations under the Access to Information Act;
- Ensures that all of the Authority's technical papers are collated, maintained, stored and can be retrieved in a timely manner;
- Ensures the effective management of the Administrative Support and Office Services, physical facilities, fleet and asset management to facilitate a comfortable and functional work environment and efficient delivery of services;
- Co-ordinates the development and implementation of Security Programmes and a Disaster Recovery Plan for the physical and electronic security of the Authority's staff and assets;
- Collaborates with the Director, Finance and Accounts and reviews and analyses Audit Reports for accuracy and ensures that they are responded to on a timely basis;
- Negotiates with unions, employee representatives and other stakeholders and effects Amicable Agreements or resolutions.

***Human Resource Management:***

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisal reports and recommends and or initiates corrective action where necessary to

improve performance and facilitate the achievement of established personal and organizational goals;

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

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

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

- Strong leadership, management and negotiating skills
- Strong presentation, oral and written communication skills
- Excellent analytical and judgement skills
- Excellent interpersonal and influencing skills
- Strong conceptual, listening and team building skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent problem-solving and conflict management skills
- Sound understanding of the decision-making process
- Knowledge of Programme Budgeting and Financial Management
- Proficiency in the use of relevant computer applications

#### ***Technical:***

- Good knowledge of the Fisheries Act 2018, other relevant legislation, policies and policy guidelines of the National Fisheries Authority
- Basic knowledge of national, regional and international Fisheries laws and protocols
- Good knowledge of Public Sector laws, rules and guidelines
- Excellent knowledge of Corporate Planning
- Excellent knowledge of Government's Strategic Human Resources Management and Performance Management Systems
- Excellent knowledge of the Authority's policies and procedures
- Thorough knowledge of relevant policies, guidelines and legislation relating to Corporate Planning, Procurement, Public Relations and Communications, Facilities and Property Management, Fleet Management, Information and Communication Technology, Office Management and general administration
- Proficiency in the use of spreadsheets and computerized accounting systems
- Excellent knowledge and understanding of corporate functions and their potential strategic contribution
- Ability to prioritize amongst conflicting demands and make rational decisions based upon a sound understanding of the facts, in limited time

### **Minimum Required Qualification and Experience**

- Masters' Degree in Business Administration, Management Studies, Public Administration or a closely related discipline or equivalent qualification from a recognized tertiary institution;
- Five (5) years' experience in a senior management capacity.

**OR**

- Bachelor's Degree in Business Administration, Management Studies, Public Administration or a closely related discipline or equivalent qualification from a recognized tertiary institution;
- Eight (8) years post qualification experience;
- Five (5) years' experience in a Senior Management position in either the Public or Private Sectors;
- Experience in Administration and Corporate Services and budgeting processes;
- Demonstrated experience in achieving significant organizational change and improvements.

**OR**

- Any equivalent combination of qualifications and experience.

### **Special Conditions Associated with the Job**

- May be exposed to situations where personal safety and security may be at risk;
- Required to travel locally and overseas for short periods;
- May be required to work on holidays or weekends.

## **2. Manager, Public Procurement (Level 8)**

### **Job Purpose**

Under the direction of the Senior Director, Corporate Services Directorate (Level 9), the Manager, Public Procurement (Level 8) is responsible for overseeing the planning, management and implementation of the Procurement Systems and processes of the National Fisheries Authority in order to ensure that goods and services are procured, and delivered as required, in accordance with the Government of Jamaica Procurement Act and Regulations.

### **Key Responsibilities**

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

- Participates in the development of the Division's Operational Plan, Work Plan and Budget;
- Advises the Senior Director, Corporate Services, other Divisional Heads and Managers on procurement policies and procedures;
- Attends meetings of the Procurement Committee;
- Represents the Authority at Conferences, Workshops and Seminars;
- Monitors and ensures that effective and up-to-date procurement records are maintained;
- Monitors and ensures that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines;
- Monitors and maintains an inventory listing of all equipment brought within the Authority;
- Evaluates the Procurement Process along with Senior Director, Corporate Services and Committee members;
- Prepares and submits reports as required;

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

- Co-ordinates and conducts procurement compliance reviews;
- Manages, monitors and controls all activities related to the procurement of goods and service to ensure conformity to the Procurement Plan and to ensure that the objectives and basic principles of the procurement guidelines and procedures are complied with;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders in keeping with the procurement guidelines of the FAA Act;
- Oversees the tendering process;
- Provides advice on public procurement matters to staff members;
- Represents the Authority at Procurement and Contract Award Committees and Board meetings;
- Reviews and endorses Contract Award recommendations within the specified threshold;
- Reviews procedure for the procurement of works, goods and services carried out by the Authority;
- Prepares reports for submission to Ministry of Finance and the Public Service (MFPS), National Contracts Commission (NCC), Office of the Contractor General (OCG) and Cabinet;
- Procures goods and services on a competitive basis without compromising quality and ensures proper storage;
- Monitors the issuing of purchase orders and follows up for receipt/delivery of goods and /or services;
- Certifies Procurement Invoices, Payment Orders and Commitment Vouchers prior to submitting to the Finance and Accounts Division;
- Monitors and maintains contacts in the commodity market to keep abreast of price movements, technological improvement and changes to ensure that orders for supplies are procured in the most efficient and economic manner;
- Informs the relevant officers of changes in the Government Procurement Guidelines and Procedures and ensures implementation of relevant changes is effected within the Authority;
- Liaises with representatives of funding agencies and Government Departments on matters relating to purchases and external payments for goods to ensure that established guidelines, rules and regulations are adhered to;
- Assists the CEO, Principal Directors and other relevant staff in developing guidelines for establishing priorities in the allocations of resources;

- Prepares reports for submission to the Ministry of Finance and the Public Service for all goods purchased by the Authority inclusive of cost and locations supplied;
- Monitors orders and re-orders of inventory in order to minimize incidence of extravagance and waste.

***Human Resource:***

- Monitors and evaluates the performance of direct reports, Prepares Performance Appraisals and recommends and/or initiates corrective actions, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends transfer, promotions, terminations and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, monitoring and coaching;
- Ensures the welfare and skills development needs of 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's and the Authority's goals;
- Performs any other related duties that may be assigned by the Senior Director, Corporate Services.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent leadership and interpersonal skills
- Good customer relations skills
- Excellent oral and written communication skills
- Excellent problem-solving and negotiation skills
- Good Negotiating skills

***Technical:***

- Sound knowledge of the Government Public Procurement Act 2015 and Regulations
- Sound knowledge of the FAA Act
- Sound Knowledge of Supplies Management
- Knowledge of Budget Preparation
- Knowledge of Contract Management
- Knowledge of Tender Management
- Proficiency in the relevant computer application software

**Minimum Required Qualification and Experience**

- A First Degree in Management Studies or Business Administration;
- Professional training in Government Procurement and/or Supplies and Purchasing Management;
- Training in supervisory management would be an asset;
- Five (5) years' experience in purchasing in the government service, preparation of Tenders and negotiating contracts for goods and service.

**OR**

- Associate Degree in Business Administration;
- Professional Training in Government Procurement and/or Supplies and Purchasing Management;
- Training in supervisory management would be an asset;
- Seven (7) years' experience in purchasing the government service, preparation of Tenders and negotiating contracts for goods and services.

**Special Conditions Associated with the Job**

- Required to travel island-wide;
- Exposure to challenges and crises which require response at very short notice;
- May be subject to corrupting influences.

Applications accompanied by résumés should be submitted **no later than Friday, 12<sup>th</sup> August, 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](mailto: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.**

A handwritten signature in black ink, appearing to be 'MT', with a long horizontal stroke extending to the right.

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