



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. 281
OSC Ref. C. 4858⁴²

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, Fisheries Statistics and Data Management (Level 9)**, salary range \$3,593,869 - \$4,420,005 per annum and any allowance(s) attached to the post.
2. **Regional Aquaculture Extension Officer (Level 8)**, salary range \$2,850,873 - \$3,506,213 per annum and any allowance(s) attached to the post.
3. **Aquaculture Extension Officer (Level 5)**, salary range \$1,444,094 – \$1,776,054 per annum and any allowance(s) attached to the post.

1. Senior Director, Fisheries Statistics and Data Management (Level 9)

Job Purpose

Under the general direction of the Principal Director, Fisheries Compliance, Licencing and Statistics Division, the Senior Director of the Fisheries Statistics and Data Management Branch directs, manages and co-ordinates the collation, storage, processing synthesis, analysis, dissemination and use of information and data for the National Fisheries Authority.

The incumbent is required to conduct statistical surveys, design, recommend and implement policies, strategies, initiatives and programmes to inform strategic decision making for the strengthening of the Authority.

Key Responsibilities

Management/Administrative:

- Establishes priorities, develops short and long term plans and provides overall direction and leadership for the staff;
- Co-ordinates work, sets objectives and goals and ensures the achievement of targets;
- Ensures that the Budgets, Work Programmes, Corporate and Operational Plans are accurate and consistent with divisional and organizational priorities;
- Liaises with a range of stakeholders, establishes strong linkages and partnerships with internal and external users and potential users to ensure that their fisheries and aquaculture data and information needs are met;
- Develops and updates continuously a comprehensive listing of stakeholders in the Fisheries and Aquaculture Subsectors including fishers, fish farmers and other Industry stakeholders;
- Collaborates and networks with various Agencies and stakeholders in the Industry;
- Provides relevant and timely analyses of economically important fisheries commodities in order to strengthen the Fishing Industry;
- Meets with stakeholders and reviews, evaluates and recommends amendments of the Authority's Information Technology policy;
- Adheres to international best practices and standards that protect the confidentiality, integrity and availability of critical information and data, identifies threats and vulnerabilities and implements cost effective counter measures to mitigate risk;
- Formulates and presents technical papers, speeches, documents, statistical reports and analyses and represents the Authority at various committees as well as at local, regional and international meetings, conferences, seminars and other fora;
- Trains, motivates and leads a highly effective and efficient staff.

Technical/Professional:

- Scans the internal and external environment continuously and keeps abreast of best practices and developments in the Fisheries Sector to identify opportunities and initiatives and to effectively address the needs of the Sector;
- Liaises with stakeholders to develop mechanisms to address and translates their needs into system requirements and design specifications;
- Designs survey instruments, systems and procedures for the collection, storage and dissemination of information and data;
- Directs the maintenance of databases with information and data for the Fisheries Sector;
- Supervises the conduct of surveys, studies, statistical and other technical analyses and the analysis and interpretation of complex data sets;
- Guides the rigorous analysis of issues relating to the Fisheries Sector and facilitates stakeholders' input into the Information and Data Management process;
- Undertakes the required research and formulates technical papers, feasibility studies, assessments and reports for submission to the Principal Director and CEO;
- Conducts special analyses and develops special reports on the Fisheries Sector and makes presentations to various stakeholders as required;
- Reviews all data and analyses produced and disseminated by the Branch for accuracy and adherence to stated guidelines;
- Provides the PIOJ, STATIN, the Cabinet Office, Ministry of Finance and the Public Service and other Ministries with current and accurate statistics for national reporting and planning;
- Co-ordinates and networks with the various Divisional Heads on the integration of the Fisheries Information and Data Management Information with other national systems;
- Represents the Authority on committees and at conferences, workshops, seminars and meetings, provides professional support, presents papers and makes submissions and presentations as required;
- Reviews complaints, letters and reports submitted, investigates as required and takes appropriate action.

Human Resource Management:

- Provides guidance to staff through coaching, mentoring, training and development initiatives;
- Provides leadership to direct reports through effective planning, delegation and communication;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance in attaining established personal and organizational goals;
- Recommends transfer, promotion, termination and leave for staff in accordance with established Human Resources, policies and procedures;
- Ensures that the welfare and development needs of staff are clearly identified and addressed;
- Represents the staff at Senior Management and other meetings and ensures effective communication of information on their behalf;
- Performs other related duties that may be assigned by the Principal Director from time to time.

Required Knowledge, Skills and Competencies**Core**

- Excellent oral and written communication skills
- Good interpersonal skills
- Strong customer relations skills
- Team work and cooperation
- Good problem solving and conflict management skills
- Strong leadership skills
- Excellent planning and organizing skills

Technical

- Good knowledge of the Fisheries Act 2018 and related regulations and guidelines
- Knowledge of the operations of Government and public sector laws, regulations and guidelines
- Ability to effectively and efficiently organize and analyze data and make sound appropriate inferences and recommendations
- A good grasp on current and potential developments in Statistics, Project Monitoring and Information Technology
- The ability to make technical decisions with minimal supervisory inputs

- Proficiency in the use of productivity software such as Microsoft Office suite and its alternatives and other software relevant to the functions of the Division
- Ability to deliver training

Minimum Required Qualification and Experience

- MSc Degree in Natural or Social Sciences or closely related discipline with strong emphasis on applied statistical or survey work.
- Five (5) years related experience with at least three (3) years in a senior management capacity.

OR

- Bachelor's Degree in Natural or Social Sciences or closely related discipline
- Post Graduate Certification in Statistics or closely related field and
- Five (5) years related experience with at least three (3) years in a senior management capacity

Special Conditions Associated with the Job

- Position involves some fieldwork including visiting fishing beaches, fish landing sites and aquaculture farms islandwide; 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 data and information gathering activities and for extended hours to finalize reports and documents.
- May be required to work in volatile communities.

2. Regional Aquaculture Extension Officer (Level 8)

Job Purpose

Under the direction of the Director of the Aquaculture Extension Services Branch, the Regional Aquaculture Extension Officer is responsible for developing, co-ordinating and managing the Regional Aquaculture Extension Programmes to ensure the viability of fish production at the regional level.

The incumbent designs Extension Programmes to monitor the quality and growth rate of fish, the construction and renovation of ponds as well as the importation, inspection and introduction of new fish stock and other aquatic organisms within the region. There is a requirement to ensure that feasibility studies are conducted to determine the viability of aquaculture businesses in the Region and that cost return analyzes are conducted.

Additionally, the incumbent is required to develop the Regional Operational Plan, Programme and Budget and to participate in and contribute to the development of the Division's Plan and Budget.

Key Responsibilities

- Co-ordinates the development of the plans and programmes for the Regional Aquaculture Extension Services in accordance with the established policies, laws and regulations of the Authority;
- Monitors implementation of the plans and programmes to ensure that work is carried out as planned and within Budget;
- Participates in the preparation of the Plans and Budget for the Aquaculture Extension Services Branch;
- Co-ordinates the preparation of Farm Plans for the development of viable fish farms based on the findings of direct reports regarding water source, soil survey, cost/return estimates etc.
- Represents the Aquaculture Extension Services Branch at conferences, seminars and workshops on aquaculture and related matters;
- Prepares monthly, quarterly, annual and ad-hoc reports, papers, briefs and other documents for submission to the Branch Director;
- Develops regional training programmes as well as programmes for cluster development;
- Ensures that the required permits are obtained for the introduction of live aquatic organisms into the Region;
- Organises relevant Fishery Meetings and Conferences within the Region.

Technical/Professional:

- Ensures that site evaluations are conducted and that soil is sampled to determine the suitability of the clay content of the proposed site for fish farming;
- Co-ordinates to ensure that all activities related to the preparation of the site, such as surveying, land clearance and installation of gradient are completed prior to the commencement of building;
- Provides advice on the most suitable machines and equipment for pond construction;
- Reviews information submitted by subordinates to confirm the availability and suitability of water sources; assesses flow rate/speed and quality based on the physical and chemical properties;
- Ensures that feasibility studies are conducted to establish Capital and Operational Costs (equipment and labour) and that Cost Return Estimates are prepared;
- Evaluates data on siltation levels, growth of vegetation, erosion of dykes, inlet and outlet facilities in order to determine the necessity for pond renovation; oversees the renovation of fish ponds within the Region;
- Co-ordinates the processing of requests for the importation of fish by ensuring that the following are established;
 - ✓ Origin and disease status of species
 - ✓ Environmental impact of the introduction
 - ✓ Suitability of site in terms of its technical and physical capacity including the availability of quarantine facilities;
- Approves the assignment of the region's personnel to the Ports of Entry to conduct inspections of imports of new fish stock and other aquatic organisms;
- Determines the region's participation in agricultural expositions and shows, e.g. the Denbigh Show, World Food Day, Eat Jamaican Campaign, Career Expos and the JAS St. Mary Show, by scrutinizing work programmes and budgets to establish what can be accommodated;
- Collaborates with local governmental agencies such as STATIN and HEART Trust NTA and international bodies such as FAO to share technical data and to provide input into training curriculum;
- Provides technical advice and guidance on aquaculture and related issues and disseminates information to fish farmers, fishing associations and members of the public;
- Organizes and co-ordinates meetings, seminars and training sessions, participates and makes presentations on compliance issues;
- Assists in lecturing at workshops/seminars on Aquaculture as arranged periodically for participants from CARICOM;
- Represents the Aquaculture Extension Services Division at international conferences, seminars and workshops related to Aquaculture Extension Services and related issues.

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 and/or attaining established personal and/or organizational goals;
- 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 Division/Unit 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;
- Performs any other related duties, which may be assigned from time to time by the Director, Extension Services.

Required Knowledge, Skills and Competencies**Core**

- Strong leadership and management skills
- Good interpersonal skills
- Excellent communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills

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 programme development and project management skills
- Excellent knowledge of local and international aquaculture production systems
- Working knowledge of local and international standards for fish disease and invasive species management

- Good understanding of the nature and properties of soil and water quality
- Sound knowledge of economics and business management principles and practices
- General awareness of environmental factors that impact or are affected by aquaculture
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- BSc. Degree in Aquaculture, Agriculture or a related discipline;
- Management Training;
- Five (5) years' experience in Fish Production and Extension Methodology in a comparable work environment.

OR

- BSc. Degree in Management/Business;
- Specialized training in Aquaculture;
- Five (5) years' experience in Fish Production and Extension Methodology in a comparable work environment.

OR

- Associate. Degree in Aquaculture, Agriculture or a related discipline;
- Management Training;
- Seven (7) years' experience in Fish Production and Extension Methodology in a comparable work environment.

OR

- Associate Degree in Management/Business;
- Specialized training in Aquaculture;
- Seven (7) years' experience in Fish Production and Extension Methodology in a comparable work environment.

Special Conditions Associated with the Job

- Impacted by stress from other Government directed programmes and the requirement to respond to challenges at very short notice;
- May be necessary to wear protective clothing at times, e.g. rubber boots;
- Some exposure to long hours in the sun, dust and water;
- Required to travel locally and overseas;
- Exposed to working in volatile communities.

3. Aquaculture Extension Officer (Level 5)

Job Purpose

Under the supervision of the Senior Aquaculture Extension Officer, the Aquaculture Extension Officer is responsible for working, on a day-to-day basis, directly with fish farmers and Fish Organizations at the Parish level to facilitate aquaculture development and management through the implementation of extension plans, policies and programmes.

Accordingly, the incumbent conducts site evaluations, monitors fish farms by assessing water quality and growth rates and by regulating feed and fertilizer rates, among other activities. The incumbent also facilitates technology transfer by providing on-farm consultations and training and provides data and information to facilitate research. He/she participates in the formation of fish farm clusters to create linkages between stakeholders at the Parish level.

Additionally, the incumbent collaborates with personnel from other Government Agencies to facilitate the development of aquaculture in the Parish.

Key Responsibilities

Technical/Professional:

- Conducts site evaluations and samples soil to determine the suitability of the clay content of the proposed site for fish farming;

- Determines the suitability of water sources at different locations within the Parish, in terms of quality and quantity, to ensure that the supply is not a deterrent to sustainability of fish farms;
- Participates in the preparation of farm plans for the development of viable fish farms in the Parish;
- Visits fish farmers to monitor fish production by sampling the pond and testing water quality, growth rates and the regulation of feed and fertilizer application rates;
- Contributes to plans for the development and establishment of Parish Fishery Organizations through which technical advice for the conservation, management and development of the Fishery Industry is provided;
- Provides technical advice on problems/issues identified on aquaculture farms in order to recover “at risk fish stock”;
- Investigates offences and prepares preliminary reports for submission to the Compliance and Legal Services Divisions for further action;
- Provides advice to owners of recreational facilities on the types and size of fish they are legally allowed to keep and the species they are permitted to import;
- Liaises with representatives of other agencies involved in environmental and land management matters, for example, the National Environment and Planning Agency (NEPA) and the Agricultural Land Management Division (ALMD) to facilitate the resolution of issues and supports the development of an aquaculture in the Parish;
- Provides data and information to the Compliance, Licencing and Statistics Division, through the Senior Aquaculture Officer, to facilitate the investigation of offences and the granting of licences and permits;
- Creates relationships between farmers, economic groupings and other institutions and Agencies within the Parish concerned with aquaculture affairs;
- Monitors the progress of construction/renovation of Fish Ponds and provides relevant reports;
- Participates in delivering training courses in Aquaculture to fish farmers, students from Agricultural schools, other institutions and individuals, and updates technical knowledge by attending aquaculture seminars and workshops;
- Provides relevant technical advice to farmers including sources and costs of fertilizer (organic and/or inorganic) and feed;
- Participates in conducting inspections of imports at Ports of Entry to ensure that aquatic organisms imported comply with the relevant permits and standards;
- Inspects permits to ensure that the required permits are obtained for the introduction of live aquatic organisms within the Parish;
- Provides Cost Return Estimates for fish farming ventures;
- Participates in the development of the Parish Aquaculture Programme;
- Advises and demonstrates methods of weed control;
- Prepares Reports for submission to the Branch and Divisional Head through the Senior Aquaculture Extension Officer;
- Assists in organizing meetings and conferences within the Parish;
- Performs any other duties that may be assigned from time to time by the Senior Aquaculture Extension Officer or other Senior Aquaculture staff.

Required Knowledge, Skills and Competencies

Core

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

Technical

- Understanding of local and international aquaculture production techniques
- Understanding of local and international standards for fish disease management
- Understanding of the nature and properties of soil and water quality
- Basic Knowledge project management
- Basic knowledge of economics and business management principles and practices
- Knowledge of the Fisheries Act 2018 and the attendant regulations
- Knowledge of the policies and procedures of the National Fisheries Authority.
- General awareness of environmental factors that impact or are affected by aquaculture
- Ability to prepare and deliver training material

Minimum Required Qualification and Experience

- Associate Degree in Aquaculture, Agriculture or related discipline

OR

- Diploma in Aquaculture, Agriculture or related discipline;
- Two (2) years' experience in a comparable work environment.

Special Conditions Associated with the Job

- Exposure to challenges and crises which require response at very short notice;
- Required to work in ponds, brackish, riverine, coastal and offshore marine environment;
- May be necessary to wear protective clothing at times, e.g. rubber boots;
- Exposed to long hours in the sun, dust and water;
- Extensive local travelling; away from home for long periods;
- Occasional overseas travel;
- Exposed 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**

Email: 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**