



## Office of the Services Commissions

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### **CIRCULAR No. 392** **OSC Ref. C. 4858<sup>43</sup>**

**15<sup>th</sup> September, 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/fill the following posts in the **National Fisheries Authority, Ministry of Agriculture and Fisheries**:

1. **Principal Director, Capture Fisheries (Level 11) - (Not Vacant)**, salary range \$5,823,096 - \$7,161,673 per annum and any allowance(s) attached to the post.
2. **Principal Director, Aquaculture Division (Level 11) - (Not Vacant)**, salary range \$5,823,096 - \$7,161,673 per annum and any allowance(s) attached to the post.
3. **Property Officer (Level 6) - (Vacant)**, salary range \$1,811,575 - \$2,228,009 per annum and any allowance(s) attached to the post.
4. **Senior Human Resource Management and Development Officer (Level 6) - (Not Vacant)**, salary range \$1,811,575 - \$2,228,009 per annum and any allowance(s) attached to the post.
5. **Information and Documentation Officer (Level 4) - (Vacant)**, salary range \$1,151,157 - \$1,415,779 per annum and any allowance(s) attached to the post.
6. **Outboard Engine Technician (Level 3) - (Not Vacant)**, salary range \$917,644 - \$1,128,586 per annum and any allowance(s) attached to the post.
7. **Pump Attendants (Level 2) - (Not Vacant)**, salary range \$731,499 - \$899,651 per annum and any allowance(s) attached to the post.

#### **1. Principal Director, Capture Fisheries (Level 11)**

##### **Job Purpose**

Under the general direction of the Chief Executive Officer (CEO) of the National Fisheries Authority (NFA), the Principal Director, Capture Fisheries Division oversees the operations of the Capture Fisheries Planning, Conservation and Management Branch, the Capture Fisheries Research and Development Branch as well as the Capture Fisheries Extension Services.

The incumbent is responsible for planning, organizing, developing and implementing policies, systems, procedures and programmes for the development and management of Capture Fisheries in Jamaica. There is also a requirement to co-ordinate research to identify best practices and strategies to continuously improve aquaculture production and growth. The incumbent also directs the extension services to ensure that there is technology transfer and capacity building in the sector and provides expert technical advice, briefings and papers to support the CEO, Permanent Secretary and other relevant senior officials.

Additionally, the incumbent participates as a part of the Senior Management Team in the NFA's Strategic Planning and Budgeting processes as well as in the review and formulation of policies, laws and guidelines that are consistent with the Public Bodies Management and Accountability Act and other relevant Acts.

##### **Key Responsibilities**

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

- Participates as a part of the Senior Management Team in the formulation of the Strategic, Corporate and Operational Plans for the Authority;
- Leads the Capture Fisheries Division in the preparation of Strategic, Corporate and Operational Plans and Budgets;
- Monitors and controls the implementation of Corporate Plans, Operational/Work Plans and Budgets to ensure that work is carried out as planned and within budget and where necessary incorporate adjustments to ensure that agreed targets are met;
- Develops in collaboration with senior staff, work programmes for the accomplishment of sustainable Capture Fisheries development;

- Ensures that all required processes, systems and controls are in place to enable achievement of the Division's objectives;
- Manages the Work Programme of the Division by ensuring operational efficiency and cost effectiveness are observed in expenditure and takes corrective action to minimize variances where necessary;
- Establishes appropriate knowledge management systems and processes to ensure continuous improvement of the institutional capacity;
- Ensures that appropriate knowledge management systems are in place within the Division and with internal and external customers to facilitate the sharing of relevant information in an accurate and timely manner;
- Ensures that the physical resources, material resources and technical support facilities required for the implementation of the planned initiatives in research, training and extension services are available in adequate supply and used efficiently;
- Ensures the Division's financial activities adhere to the FAA Act and that the Public Bodies Management and Accountability Act, Access to Information Act and other relevant legislation and regulations are also adhered to;
- Ensures that Annual Plans are consistent with policies and reflect financial targets in collaboration with the CEO;
- Advises on the development and implementation of a Corporate Reporting System that reinforces timeliness, transparency, accountability and results orientation;
- Ensures adherence to established laws and policies governing the operations of the Authority;
- Ensures collaboration with respective GOJ Agencies in the execution of the Division's programmes/projects
- Represents the National Fisheries Authority at relevant fora (national, regional and international conferences, seminars and workshops);
- Prepares and submits performance and other reports.

**Technical/Professional:**

- Formulates Capture Fisheries policies, programmes, and projects, oversees and monitors their implementation;
- Conducts periodic reviews and makes recommendations for policy and programme changes, where necessary, to maintain relevance to the strategic objectives of the Division
- Advises the CEO, the Board and other members of MICAF's Executive Management Team as well as MDA's on all capture fishery issues;
- Provides leadership for the planning, development and management of Jamaica's Capture Fisheries Sub-Sector and collaborates with relevant bodies to provide support to regional programmes for Capture Fisheries development;
- Provides leadership on the alignment of programmes and projects within the policy objectives of the Authority;
- Supports the CEO in establishing the strategic direction of the Authority in support of the Authority's priority programmes;
- Guides the development of the Research Agenda for Capture Fishery and guides implementation to support policy development activities, projects and programmes for sustainable development;
- Builds strong relationships with research and development partners (Public and Private) and identifies opportunities for collaborative research;
- Provides leadership in communicating a vision to develop research initiatives that will enable Capture Fisheries to achieve its full potential to improve social, economic and ecological development;
- Interfaces with local, regional and international Fisheries Organizations, regulators and state trade bodies in order to share information, stay abreast of best practices and remain current;
- Oversees the development of Fisheries Extension Services strategies and programmes to ensure proper conservation, protection, management and development of Capture Fisheries;
- Oversees and implements Capture Fisheries policies, programmes and projects and the establishment of appropriate monitoring and evaluation systems;
- Advises on activities related to Legal Reform and review of fisheries related legislation;
- Collaborates with the Compliance Division to monitor the Capture Fisheries Sub-Sector's compliance with the relevant legal provisions and, where necessary, recommends remedies where breaches are detected;
- Develops and implements an integrated Risk Management Programme that facilitates the Division's planning and decision-making mechanism;
- Provides expert strategic and technical advice, briefings and support to the CEO;
- Reviews and advises on issues related to Capture Fisheries related legislation;
- Leads the development and oversees the implementation of the Capture Fisheries component of the Authority's three (3) year Corporate Plan and the Annual Operational Plan and ensures effective monitoring and evaluation systems are in place to support implementation. Periodically reviews and makes adjustments where necessary to achieve stated objectives;
- Reviews reports of Field Inspections, field development areas and work-in-progress in order to identify issues and provide advice and assistance in resolving problems;

- Collaborates with other Directors within the NFA to ensure that all cross-cutting issues relating to the development and sustainability of Capture Fisheries are at a high level of performance;
- Collaborates with the Commercial Division to develop and implement a system of marketing commensurate with the needs of the productive Aquaculture Sector;
- Evaluates and makes recommendations on the feasibility of Capture Fisheries Projects which are proposed by the Private and Public Sector Agencies in Jamaica;
- Represents the NFA/Division at local, regional and international seminars, meetings and workshops and prepares relevant papers, makes submissions and presentations as required;
- Prepares and presents technical papers at conferences, seminars and workshops;

***Human Resource:***

- Provides leadership and guidance to staff through objective setting, effective planning, delegation, communication, training, mentoring and coaching;
- Identifies training and developmental needs of employees and ensures that they are adequately addressed;
- Participates in the recruitment of staff for the Division and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Observes labour laws in managing staff;
- Ensures that staff are aware of and adhere to the policies, procedures and guidelines governing the operations of the Division and the Public Service;
- Recommends/Administers disciplinary actions in keeping with established Human Resource policies and guidelines;
- Supports the CEO in the establishment and maintenance of a supportive work environment that promotes sound values and positive attitudes, fosters a culture of consultation, teamwork, employee empowerment and commitment, high performance, continuous innovation and ethical behaviour among the staff in general;
- Provides specialist training to staff in areas that need strengthening;
- 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;
- Collaborates with the Human Resources Unit to develop and implement a Succession Planning Programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Monitors and reviews the performance of the entire team to ensure that performance targets are met;
- Establishes with the CEO, sets and monitors performance standards for the Division, assists and facilitates the achievement of performance standards by effective leadership of direct reports;
- Manages the welfare and development of staff in the Division through the implementation of the performance management system;
- Performs any other related duties that may be assigned by the Chief Executive Officer from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Strong leadership and management skills
- Strong conceptual and visionary skills
- Excellent team building and staff development skills
- Ability to analyze and interpret information for decision-making
- Ability to think strategically and solve complex problems
- Excellent interpersonal and people management skills
- Excellent oral and written communication skills
- Strong planning and organizing skills
- Strong customer relations skills
- Excellent problem-solving and conflict management skills
- Initiative
- Integrity
- Strong negotiating skills
- Proficiency in the use of relevant computer applications

***Technical:***

- Excellent knowledge of fisheries management, development and conservation principles and strategies
- Sound knowledge of fisheries legislation and other regional and international fisheries related laws, convention and agreements
- Project management and development skills
- 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
- Working knowledge of research methodologies and investigative techniques
- Knowledge of extension principles, methods and techniques

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

- Master's Degree in Fisheries, Maritime Biology or a related Degree that includes fisheries and aquaculture related courses or related discipline or equivalent qualifications;
- Three (3) to Five (5) years related experience working in at the senior management capacity;
- Eight (8) years overall experience in the field;
- SCUBA Certification and dive experience would be an asset.

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

- Exposure to hostile clientele and situations where safety and security may be at risk;
- Exposure to challenges and crises which require response at very short notice;
- Required to travel island-wide, including travel to remote locations;
- Exposure to harsh working environment (e.g. aquatic and offshore areas);
- Subject to high stress;
- Challenges and crises which require response at very short notice;
- May be exposed to corrupting influences;
- Required to work on weekends and holidays occasionally;
- Required to travel overseas to regional and international meetings as well as bilateral negotiations with other countries.

## **2. Principal Director, Aquaculture Division (Level 11)**

### **Job Purpose**

Under the general direction of the Chief Executive Officer (CEO) of the National Fisheries Authority (NFA), the Principal Director, Aquaculture Division oversees the operations of the Aquaculture Planning, Development and Management Branch, the Aquaculture Research Branch, the Farm Management and Production Branch as well as the Aquaculture Extension Services Branch.

The incumbent is responsible for planning, organizing developing and implementing policies, systems, procedures and programmes for the development and management of aquaculture in Jamaica. There is also a requirement to co-ordinate research to identify best practices and strategies to continuously improve aquaculture production and growth. The incumbent also directs the extension services to ensure that there is technology transfer and capacity building in the Sector and provides expert technical advice, briefings and papers to support the CEO, Permanent Secretary and other relevant senior officials.

Additionally, the incumbent participates as a part of the Senior Management Team in the NFA's strategic planning and budgeting processes as well as in the review and formulation of policies, laws and guidelines that are consistent with the Public Bodies Management and Accountability Act and other relevant Acts.

### **Key Responsibilities**

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

- Participates as a part of the Senior Management Team in the formulation of the Strategic, Corporate and Operational Plans for the Authority;
- Leads the Aquaculture Division in the preparation of Corporate Plans, Operational Plans and Budgets;
- Monitors and controls the implementation of Corporate Plans, Operational/Work Plans and Budgets to ensure that work is carried out as planned and within Budget and where necessary incorporate adjustments to ensure that agreed targets are met;
- Develops in collaboration with senior staff, work programmes for the accomplishment of sustainable aquaculture development;
- Ensures that all required processes, systems and controls are in place to enable achievement of the Division's objectives;
- Manages the Work Programme of the Division by ensuring operational efficiency and cost effectiveness are observed in expenditure and takes corrective action to minimize variances where necessary;
- Establishes appropriate knowledge management systems and processes to ensure continuous improvement of the institutional capacity;

- Ensures that appropriate knowledge management systems are in place within the Division and with internal and external customers to facilitate the sharing of relevant information in an accurate and timely manner;
- Ensures that the physical resources, material resources and technical support facilities required for the implementation of the planned initiatives in research, training and extension services are available in adequate supply and used efficiently;
- Ensures the Division's financial activities adhere to the FAA Act and that the Public Bodies Management and Accountability Act, Access to Information Act and other relevant legislation and regulations are also adhered to;
- Ensures that Annual Plans are consistent with policies and reflect financial targets in collaboration with the CEO;
- Advises on the development and implementation of a Corporate Reporting System that reinforces timeliness, transparency, accountability and results orientation;
- Ensures adherence to established laws and policies governing the operations of the Authority;
- Ensures collaboration with respective GOJ Agencies in the execution of the Division's programmes and projects;
- Represents the National Fisheries Authority at relevant fora (national, regional and international conferences, seminars and workshops);
- Prepares and submits performance and other reports.

***Technical/Professional:***

- Formulates aquaculture policies, programmes, and projects, oversees and monitors their implementation;
- Conducts periodic reviews and makes recommendations for policy and programme changes, where necessary, to maintain relevance to the strategic objectives of the Division;
- Advises the NFA's CEO, the Board and other members of MICAF's executive management Team as well as MDA's on all aquaculture related issues;
- Provides leadership for the planning, development and management of Jamaica's Aquaculture Sub-Sector and collaborates with relevant bodies to provide support to regional programmes for aquaculture development;
- Formulates inspection protocols/procedures relating to the research, breeding, development and distribution of fish species targeted for development within the Aquaculture Sub-Sector;
- Provides leadership to ensure the alignment of programmes and projects with the policy objectives of the Authority;
- Supports the CEO in establishing the strategic direction of the Division in support of the Authority's priority programmes;
- Develops Research Agenda for Aquaculture and guides implementation to support policy development activities, projects and programmes for sustainable development
- Builds strong relationships with research and development partners (Public and Private) and identify opportunities for collaborative research;
- Provides leadership in communicating a vision to develop research initiatives that will enable aquaculture to achieve its full potential to improve social, economic and ecological development;
- Monitors the conduct of core Aquaculture Research to ensure improvement in production, quality as well as social and economic development of Jamaica;
- Interfaces with local, regional and international Aquaculture Organizations, regulators and state trade bodies in order to share information, stay abreast of best practices and remain current;
- Oversees the development of Extension Services, Strategies and Programmes to ensure proper development and management of Aquaculture;
- Oversees and implements Aquaculture policies, programmes and projects and the establishment of appropriate monitoring and evaluation systems;
- Collaborates with the Compliance Division to monitor the Aquaculture Sub-Sector's compliance with the relevant legal provisions and, where necessary, recommends remedies where breaches are detected;
- Develops and implements an integrated Risk Management Programme that facilitates the establishment of appropriate monitoring and evaluation systems;
- Provides expert strategic and technical advice, briefings and support to the CEO;
- Reviews and advises on issues related to Aquaculture related legislation;
- Leads the development and oversees the implementation of the Aquaculture component of the Authority's three (3) year Corporate Plan and the Annual Operational Plan and ensures effective monitoring and evaluation systems are in place to support implementation. Reviews and makes adjustments where necessary to achieve stated objectives periodically;
- Reviews reports of field inspections, field development areas and work-in-progress in order to identify issues and provide advice and assistance in resolving problems;
- Collaborates with other Directors within the NFA to ensure that all cross-cutting issues relating to the development and sustainability of aquaculture are at a high level of performance;
- Collaborates with the Commercial Services Division to develop and implement a system of marketing commensurate with the needs of the productive Aquaculture Sector;

- Evaluates and makes recommendations on the feasibility of aquaculture projects which are proposed by the Private and Public Sector Agencies in Jamaica;
- Oversees the management of inspection arrangements to monitor the importation, exportation, storage and distribution of live fish produced by farmers and distributors in order to control disease outbreaks;
- Ensures that the necessary research is conducted to track regional and international aquaculture best practice to inform the development of the NFA's programme, specifically regarding its Aquaculture Portfolio;
- Ensures and monitors the conservation and preservation of aquaculture resources that support the genetic stock of fish used in Aquaculture to guarantee adequacy and quality at all times;
- Establishes reviews and updates farm, physical and security standards and ensures that quality assessment measures are implemented;
- Represents the NFA/Division at local, regional and international seminars, meetings and workshops and prepares relevant papers, makes submissions and presentations as required;
- Prepares and presents technical papers at conferences, seminars and workshops;

#### ***Human Resource Management:***

- Provides leadership and guidance to staff through effective objective setting, effective planning, delegation, communication, training, mentoring and coaching;
- Identifies the training and developmental needs of staff and ensures that they are adequately addressed;
- Participates in the recruitment of staff for the Division and recommends transfers, promotions, termination and leave in accordance with established Human Resource policies and procedures;
- Observes labour laws in managing staff;
- Ensures that staff are aware of and adhere to the policies, procedures and guidelines governing the operations of the Authority and the Public Service;
- Recommends/administers disciplinary action in keeping with established Human Resource policies and guidelines;
- Supports the CEO in the establishment and maintenance of a supportive work environment that promotes sound values and positive attitudes, fosters a culture of consultation, teamwork, employee empowerment and commitment, high performance, continuous innovation and ethical behaviour among the staff in general;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals
- Collaborates with the Human Resources Unit to develop and implement a Succession Planning Programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Monitors and reviews the performance of the entire Team to ensure that performance targets are met;
- Establishes with the CEO, sets and monitors performance standards for the Division, assists and facilitates the achievement of performance standards by effective leadership of direct reports;
- Manages the welfare and development of staff in the Division through the implementation of the Performance Management System;
- Performs other related duties that may be assigned by the Chief Executive Officer from time to time.

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

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

- Strong leadership and management skills
- Strong conceptual and visionary skills
- Excellent team building and staff development skills
- Ability to analyze and interpret information for decision-making
- Ability to think strategically and solve complex problems
- Excellent interpersonal and people management skills
- Excellent oral and written communication skills
- Strong customer relations skills
- Excellent problem-solving and conflict management skills
- Initiative
- Integrity
- Strong negotiating skills
- Proficiency in the use of relevant computer applications

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

- Excellent knowledge of aquaculture management and development principles and strategies

- Sound knowledge of aquaculture related legislation and other regional and international aquaculture related laws, convention and agreements
- Project management and development skills
- 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
- Sound knowledge of aquatic biology, hatchery production
- Working knowledge of research methodologies and investigative techniques
- Knowledge of extension principles, methods and techniques

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

- Master's Degree in Aquaculture, Fisheries, Marine Biology, or a related Degree that includes fisheries and aquaculture related courses or related discipline or equivalent qualifications;
- Three (3) to five (5) years' experience in a Senior Management capacity;
- Eight (8) years overall experience in the field.

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

- Exposure to hostile clientele and situations where safety and security may be at risk;
- Exposure to challenges and crises which require response at very short notice;
- Required to travel island-wide, including travel to remote locations;
- Exposure to harsh working environment (e.g. aquatic and offshore areas);
- Subject to high stress;
- Challenges and crises which require response at very short notice;
- May be subject to corrupting influences;
- Required to work on weekends and public holidays occasionally;
- Required to travel overseas to regional and international meetings as well as bilateral negotiations with other countries

## **3. 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 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 CEO, Principal Directors and Directors on property management and maintenance issues;
- Participates as a Panelist 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 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, layouts 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 building and properties within accepted timelines and supervise 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 timelines;
- Performs any other related duties that may be assigned by the Facilities and Property Manager from time to time.

### **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, 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 License.



### **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 to work on weekends and holidays occasionally;
- Moderate physical effort required involving long periods of standing/walking and climbing ladders.

## **4. Senior Human Resource Management and Development Officer (Level 6)**

### **Job Purpose**

Under the direction of the Manager, Human Resource Management and Development (Level 7), the Senior Human Resource Management and Development Officer (Level 6) is responsible for supporting the Human Resource Management and development needs of the Authority, with a view to achieving organizational efficiency and effectiveness in accordance with the Vision, Mission and Mandate of the Authority.

### **Key Responsibilities**

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

- Interprets and implements Government's HR and Employee Relations policies and ensures that new or revised policies are understood and instituted;
- Prepares and develops policies, programmes and activities for the enhancement of the Human Resource functions;
- Maintains network links with HR practitioners and monitors and keeps abreast of trends and developments in the Strategic Human Resource Management field;
- Identifies areas where HR improvements are needed and develops proposals for implementation;
- Participates in the Strategic, Operational and Corporate Planning processes and provides input into the formulation and monitoring of the Budget process;
- Chairs or serves as a member of various Management Committees to facilitate participative decision making on critical management issues;
- Makes recommendations to the Office of the Services Commissions on employment, promotions, appointments, transfers and retirement of staff;
- Participates in the recruitment, selection and placement process and the Orientation programmes for new members of staff;
- Writes a variety of memoranda and reports regarding the Human Resource functions and to confirm the employment status of employees;
- Liaises with and gains the confidence of staff members and conducts studies, surveys and interviews to inform plans and policies;
- Participates in the development of Succession and Talent Management Plans and strategies for a modernized Strategic Human Resources and Development culture;
- Prepares proposals outlining recommendations for changes in policies, strategies and plans;
- Negotiates Terms of Contracts in keeping with stated guidelines and prepares Contracts in respect of staff recruited on a contractual basis;
- Plans and arranges meetings and workshops as required;
- Oversees the maintenance and security of HR data and records;
- Monitors and reviews the Performance Management Appraisal process for the Organization;
- Prepares Monthly, Quarterly and Annual Reports;
- Researches and provides Human Resource data and statistics for the Manager, HRMD;
- Manages the grievance procedure and directs disciplinary hearings and provides counselling to employees as required;
- Participates in Union Negotiations including the preparation of Statistical Data and information to facilitate the negotiation process;
- Provides professional advice and guidance to all levels of employees and facilitates adherence to policies, regulations and guidelines;
- Undertakes strategies to promote a healthy Industrial Relations environment and ensures that Industrial Relations decisions are taken in a timely manner;
- Represents the Organization at meetings, conferences and Human Resources Management related fora;
- Makes submissions to the Ministry of Finance and the Public Service and Cabinet Office as required;
- Implements Human Resources intervention strategies for example, coaching, counselling, training and or staff relations;
- Provides feedback to Divisional and Unit Heads and recommends areas for improvement;

- Conducts follow up interventions;
- Initiates and develops proactive plans to promote a healthy Industrial Relations climate;
- Develops social linkages, community outreach and sporting activities to facilitate the physical and emotional well-being of staff and to foster a culture of teamwork and unity;
- Performs any other related duties that may be assigned from time to time.

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

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

- Good presentation, oral and written communication skills
- Strong leadership and interpersonal skills
- Excellent interviewing, negotiating and counselling skills
- Sound time management skills
- Ability to work in teams
- Sound interpersonal and coaching skills
- Integrity and confidentiality
- Strong customer relations skills
- Ability to identify and analyse work related problems and generate innovative and appropriate solutions
- Ability to provide leadership, counsel, coaching, motivation and mentoring to staff

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

- Knowledge of the Fisheries Act 2018 and other relevant legislation, policies, guidelines of the National Fisheries Authority
- Excellent knowledge of the principles and practices of Strategic Human Resources Management including Recruitment and selection, Classification and Compensation, Job Analysis, Benefits administration and Industrial Relations
- Expert knowledge of Labour Laws and Industrial Relations practices
- Thorough knowledge of the Staff Orders, The Public Service Regulations and Government rules, regulations and procedures and labour laws
- Knowledge of programme budgeting
- Sound knowledge in HRMD practices and current trends in Training and Career Development techniques
- Proficiency in the use of relevant computer applications

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

- Bachelor's degree in Human Resource Management or Public Administration or related field;
  - Two (2) years' experience in a comparable working environment.
- OR**
- Associate Degree in Human Resource Management or Public Administration or related field;
  - Four (4) years' experience in a comparable working environment.

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

- Travelling to various locations to perform work related functions and/or to attend meetings.

## **5. Information and Documentation Officer (Level 4)**

### **Job Purpose**

Under the general supervision of the Manager, Administration and Office Services (Level 5), the Information and Documentation Supervisor (Level 4) is responsible for the effective management of the NFA's records from creation to eventual disposal.

There is the requirement to develop and manage the Information and Records Management Programme in keeping with best practices and international standards.

The incumbent ensures that the Records and Information Management Systems facilitate transparent, timely and accessible information and that all stakeholders' needs are met in accordance with relevant acts.

### **Key Responsibilities**

#### ***Management:***

- Writes monthly and quarterly reports on work activities;
- Recommends and on approval, implements changes to systems and procedures;

- Participates in the evaluation of equipment and supplies;
- Monitors compliance with Records Management policies and standards;
- Co-ordinates and conducts training Sessions throughout the Organization.

***Technical/Professional:***

- Establishes the Authority's Records Management Programme in keeping with international standards, legislation, other applicable policies and best practices;
- Plans and participates in Record Inventory and retention activities;
- Manages the Authority's Access to Information functions to facilitate the provision of requested information in accordance with the Access to Information (ATI) Act;
- Maintains knowledge of laws affecting Government of Jamaica's Records and Information Management Programme;
- Collaborates with the Information Technology Section in providing content for maintaining the Authority's web-site and cross-referencing of database for all other Agencies;
- Leads the development of the Records Management and Information Policy;
- Facilitates and promotes programmes to foster awareness within the Organization on the provisions of the Access to Information Act/legislation;
- Maintains current knowledge of national, regional and international laws and regulations relating to Access to Information and their applicability to the local situation;
- Co-ordinates the processing of NFA's and ATI applications;
- Identifies and implements changes to processes, operations, services and techniques in accordance with the various Acts, Standards, policies and best practices that govern the management of records and information;
- Implements and enforces records and information management policies and procedures in the Authority in collaboration with Senior Management and the Records Management Committee;
- Participates in the development and implementation of the Authority's Disaster Preparedness and Recovery Plan relating to vital records;
- Protects the security of all NFA's records to ensure that confidentiality is maintained at all times;
- Acknowledges applications for ATI documents;
- Represents the Authority at meetings of the ATI Administration;
- Maintains records of ATI Meetings;
- Oversees the development and implementation of Library Procedures and Guidelines;
- Serves as the central contact for enquiries, complaints and queries for the public, Government Ministries, Agencies and Departments and other public authorities on the ATI Act;
- Implements a process for receiving, documenting, tracking, investigating and taking action on complaints concerning the Authority's policies and procedures in relation to the Access to Information;
- Contributes to the Division Corporate and Operational Plans;
- Facilitates the examination, viewing and access of official records by the public;
- Monitors the Records Management Programme in the Authority to ensure compliance with the stated standards, policies and guidelines and ensuring systems are in place to foster production;
- Responds to members of the public diplomatically in explaining the basis for exemptions both general and specific under the Act;
- Prepares Quarterly and Annual Performance Reports;
- Leads the deliberations of the Organization's Records Management Committee meetings;
- Facilitates the provision of resources (equipment, technology, accommodation, staff) to support the Records Management functions;
- Represents the Authority at seminars and meetings in respect of library, records and information;
- Prepares and manages the Unit's Budget ensuring resources are used appropriately to achieve required outputs.

***Human Resources Management:***

- Participates in the coaching and training of Officers on registration procedures, records management and other subjects;
- Provides leadership and guidance to direct reports;
- Monitors the performance of staff and completes Performance Evaluation Reports;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good interpersonal skills
- Good presentation skills
- Good problem-solving skills
- Good oral and written communications skills

- Very good customer relations skills
- Very good time management and planning skills
- Excellent listening and client relations skills
- Good team building skills

***Technical:***

- Knowledge of the NFA's policies, programmes and guidelines, the Staff Orders and the Public Service Regulations
- Training in Information Systems
- Knowledge in the field of Public Administration
- Sound knowledge of ATI Act
- Excellent knowledge of Records Management procedures
- Basic familiarity with systems and information security
- Basic understanding of certain legal issues relating to Records Management
- Demonstrated competence in records and information management and their application including Inventory Management and retention scheduling techniques as applied to all media. Also includes electronic records, various file classification systems, techniques and principles supporting critical records systems

**Minimum Required Qualification and Experience**

- Associate Degree in Library/Archival Studies/Records Management or equivalent from a recognized University;
  - Three (3) years related experience in a comparable working environment.
- OR**
- Diploma in Library/Archival Studies/Records Management or equivalent training;
  - Five (5) years' experience in a comparable working environment.

**Special Conditions Associated with the Job**

- Possible exposure to dusty environment;
- Working under pressure to obtain information for clients under the ATI Act.

**6. Outboard Engine Technician (Level 3)**

**Job Purpose**

Under the direction of the Master Fisherman/ Gear Technologist, the Outboard Engine Technician is responsible for the repair and maintenance of the Authority's outboard engines and this involves the use of diagnostic equipment to investigate problems, determining, in collaboration with the Master Fisherman/Gear Technologist, the type of work that needs to be done and estimating how long the repairs should take.

The incumbent will also be required to train fishers in the proper use of outboard engines and how to perform simple repairs and routine maintenance.

**Key Responsibilities**

***Technical/Professional:***

- Inspects, maintains and repairs boats using diagnostic equipment to test engines;
- Collaborates with the Master Fisherman/Gear Technologist to determine type of work that needs to be done and estimates how long the repairs should take;
- Documents inspection and tests results and work to be performed;
- Maintains information on activities by use of computerization and provides updates on all repairs and maintenance work;
- Prepares routine and special reports as required;
- Assists in the development of inspection and routine procedures to ensure that all vessels and equipment conform to standards set by the Authority;
- Collects and provides to the Master Fisherman/Gear Technologist, information needed to assist in the preparation of Performance Management Reports on the activities undertaken;
- Implements and follows through on all decisions made in improving the operation and efficiency of the repairs and maintenance processes;
- Reports on all matters that may arise which may impact negatively on the performance and efficiency of the operations on a timely basis;
- Manages the Outboard Workshop to ensure compliance with standards and delivery of service in an efficient manner;
- Repairs and maintains defective outboard engines or components;
- Performs routine engine maintenance on motorboats such as changing oil and filters;

- Replaces parts such as points, piston rings, spark plugs and reassembles engine; addresses other problems involving boat steering mechanisms or propellers;
- Conducts tests of engine, to diagnose malfunctions using various testing instruments;
- Provides training and advice to fishers;
- Checks boats to ensure that engines and other equipment are in good conditions, and if not, takes the necessary action;
- Performs any other related duties that may be assigned by the Master Fisherman/Gear Technologist from time to time.

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

#### **Core:**

- Good analytical and problem-solving skills
- Good oral and written communication skills
- Good interpersonal skills
- Strong customer relations skills
- Ability to work good within a team

#### **Technical:**

- Ability to read and interpret technical manual
- Excellent knowledge of mechanical repairs
- Working knowledge of electrical systems and welding operations
- Working knowledge of the working of the equipment and machinery as it relates to the electrical and distribution systems onboard
- Must have good hand- eye co-ordination and be physically fit

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

- Associate Degree in Mechanical Engineering or related discipline;
- Two (2) years working experience in a comparable environment.

**OR**

- Diploma in Mechanical Engineering or related discipline;
- Four (4) years working experience in a comparable environment.

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

- Constant exposure to gas fumes and susceptible to fire;
- Constant exposure to grease;
- Some exposure to sun and rain;
- Required to be on call 24 hours and to be away from home for various periods including weekends and public holidays;
- Required to work offshore in rough seas and varying weather conditions;
- Endurance of harsh and hostile environmental conditions (salt air, sunburn, skin dryness, dehydrating effects);
- Extended hours at sea;
- Primary duties are associated with sea-going activities and as such involve a range of physiological imbalances on the person due to the constant motion of the vessel;
- Exposure to noise and fumes in the engine room.

## **7. Pump Attendants (Level 2)**

### **Job Purpose**

Under the supervision of the Operations Manager (Level 8), the Pump Attendant (Level 2) is responsible for pumping and issuing marine fuel to fisher folk. The incumbent is required to ensure that the environment is kept clean at all times that the general operations of the pumps are maintained in accordance with the policies, procedures and guidelines of the Petroleum Industry and the Authority.

### **Key Responsibilities**

- Adheres to all Industry policies, standards and regulations related to the operation of fuel storage tanks and pumps;
- Receives, checks and verifies fueling deliveries ensuring that the seals are intact and compartments are drained in order to get the quantity stated on invoices;
- Monitors fuel tank status, establishes balance of fuel in tanks and makes recommendations for fuel deliveries;

- Ensures that adequate fuel supplies are available to meet fisher folk demand;
- Co-ordinates with the Records Officer to prepare and maintain accurate Inventory Reports;
- Issues fuel to fishermen ensuring that the amount of fuel indicated on receipt is delivered;
- Conducts dipping of tank before and after receiving fuel;
- Ensures that all safety procedures are adhered to by fisher folk; maintains safety standards;
- Co-ordinates with the Records Officer to ensure that fuel pumps are maintained in good working order; Carries out minor repairs;
- Maintains cleanliness and order by keeping Sub-Stations free of debris and clutter, including hoses that must be stowed away;
- Performs any other related duties which may be assigned from time to time.

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

#### **Core:**

- Good oral and written communication skills
- Good Interpersonal skills
- Good customer and quality focus skills
- Good teamwork and co-operation skills

#### **Technical:**

- Excellent understanding of safety precautions and measures
- Sound knowledge of fire prevention techniques
- Ability to adhere to safety measures while operating the pump
- Ability to read measurements and, measure fuel
- Knowledge of the operations of Government

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

- School Leaving Certification preferably with at least one (1) CXC or NVQ Certificate Level 1;
- Basic Fire training.

**OR**

- Completed Secondary school up to the ninth grade level;
- Demonstrably literate and numerate;
- Basic Fire training.

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

- Exposure to hazardous fumes from fuel;
- Exposed to danger/slippery conditions when climbing delivery trucks to receive fuel;
- Exposure to rain and lightning;
- Required to stand for long periods;
- Susceptible to risks associated with fire.

Applications accompanied by résumés should be submitted **no later than Wednesday, 28<sup>th</sup> September, 2022 to:**

**Senior Director  
Corporate Services Division  
National Fisheries Authority  
2c Newport East  
Kingston 11**

E-mail: [fisherieshr@moa.gov.jm](mailto:fisherieshr@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**