



**CIRCULAR No. 449**  
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**20<sup>th</sup> October, 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**:

1. **Capture Fisheries Management Specialist (Level 8) – (Not Vacant)**, salary range \$2,850,873 - \$3,506,213 per annum and any allowance(s) attached to the post.
2. **Legal Officer (Level 8) – (Vacant)**, salary range \$2,850,873 - \$3,506,213 per annum and any allowance(s) attached to the post.
3. **Internal Auditor (Level 6) – (Vacant)**, salary range \$1,811,575 - \$2,228,009 per annum and any allowance(s) attached to the post.
4. **Manager - Public Relations (Level 6) – (Vacant)**, salary range \$1,811,575 - \$2,228,009 per annum and any allowance(s) attached to the post.
5. **Human Resource Officer (Staffing and Benefits) (Level 5) – (Vacant)**, salary range \$1,444,094 - \$1,776,054 per annum and any allowance(s) attached to the post.
6. **Final Accounts Officer (Level 5) – (Not Vacant)**, salary range \$1,444,094 - \$1,776,054 per annum and any allowance(s) attached to the post.
7. **Licensing and Registration Officer (Level 5) – (Vacant)**, salary range \$1,444,094 - \$1,776,054 per annum and any allowance(s) attached to the post.
8. **Manager, Administration and Office Services (Level 5) – (Vacant)**, salary range \$1,444,094 - \$1,776,054 per annum and any allowance(s) attached to the post.
9. **Licensing and Registration Clerk (Level 2) – (Vacant)**, salary range \$731,499 - \$899,651 per annum and any allowance(s) attached to the post.

**1. Capture Fisheries Management Specialist (Level 8)**

**Job Purpose**

Under the direction of the Senior Director, Capture Fisheries Planning, Development and Management (Level 9), the Capture Fisheries Management Specialist (Level 8) has the responsibility to support the Senior Director in the development and implementation the Fisheries Management Plans to ensure proper conservation, protection and management of the natural (marine and riverine) fishable resources.

The incumbent also participates in the planning, organization, development and administration of systems, procedures and programmes for the development and management of Capture Fisheries in Jamaica. Accordingly, the incumbent provides technical advice, briefings and support to the Senior Director of the Capture Fisheries Planning, Development and Management Unit and other senior officials.

**Key Responsibilities**

***Technical/Professional:***

- Assists in developing the Capture Fisheries component of the Authority's Strategic Plan;
- Participates in the preparation of Operational Plans and Budgets for the Capture Fisheries Planning, Development and Management Unit;
- Provides technical information and advice on the Fisheries Development Plan and related matters to the Senior Director, Capture Fisheries, Planning, Development and Management

Unit, other Government Agencies, NGO's, the Fishing Industry, potential investors and the general public;

- Represents the Capture Fisheries Planning, Development and Management Unit at conferences, seminars and workshops on Capture Fisheries and related matters;
- Prepares and presents relevant papers at these conferences/seminars/workshops;
- Evaluates the capacity of the Section and the Branch to effectively manage the National Fisheries resources and makes recommendations as necessary;
- Ensures timely submission of all reports, documents/information requested from Senior Director, Capture Fisheries Planning, Development and Management Unit;
- Participates in the development and implementation of the Fisheries Development Plan;
- Monitors the implementation of the plan; identifies deficiencies in terms of strategy and makes recommendation for corrective action;
- Conducts stakeholder analysis of the Fisheries; determines the roles and responsibilities of different stakeholders in the management process, including any co-management arrangements;
- Evaluates the effectiveness of the management measures utilized to achieve the objectives of protecting the resources from over exploitation;
- Develops and implements specific fishery conservation strategies, including the management of the Fish Sanctuaries Programme;
- Develops, manages and monitors User Rights and Quota based Fishery Management Systems;
- Ensures timely and accurate dissemination of information;
- Liaises with the local and regional, governmental and non-governmental organizations concerned with the conservation and sustainable utilization of marine species;
- Participates in workshops and seminars to share technical knowledge relating to Fisheries Management;
- Ensures the adaptation of local and international seafood standards through the Organization of workshops, seminars and training courses;
- Recommends the revision of policy guidelines in order to meet the global changes in the Fishing Industry;
- Evaluates and reviews the Management Plan as needed or based on the agreed timetable for monitoring the State of Fisheries whilst providing for ongoing consultation with the Fisheries stakeholders;
- Performs other related duties as assigned by the Senior Director, Capture Fisheries Planning, Development and Management Branch.

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

#### **Core:**

- Strong leadership and management skills
- Good interpersonal skills
- Good oral and written communication skills
- Good problem-solving and decision-making skills
- Good conflict management skills
- Good customer and quality focus skills

#### **Technical:**

- Good knowledge of the Fisheries Act 2018 and related Regulations
- Good knowledge of policies and procedures of the National Fisheries Authority
- Knowledge of the operations of Government
- Excellent knowledge of Fisheries Management and conservation principles
- Proficiency in the use of relevant computer applications.
- Good Project Management skills
- Sound knowledge of Fisheries legislation and other regional and international, laws, conventions and agreements

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

- Master's Degree in Natural Science or related discipline;
- Three (3) years' experience in a comparable working environment.

**OR**

- First Degree in Natural Science or related discipline;
- Post graduate certification in Fisheries Management or related discipline;
- Three (3) years' experience in a comparable working environment.

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

- Exposure to challenges and crises which require response at short notice;
- Required to travel island wide including travel to remote locations;
- Travels overseas for short periods;
- May be required to work for extensive periods in the field;
- Moderate exposure to harsh environmental conditions;
- Exposure to working in volatile communities.

## **2. Legal Officer (Level 8)**

### **Job Purpose**

Under the general direction of the Senior Legal Officer (Level 10), the Legal Officer (Level 8), serves as Legal Counsel for the National Fisheries Authority in support of its strategic objectives.

The incumbent is required to administer the Fisheries Act 2018 and all laws relating to the National Fisheries Authority

### **Key Responsibilities**

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

- Co-ordinates the Authority's Legislation Programme Report;
- Prepares Monthly Status reports on the work completed;
- Replies to legal correspondence, as required;
- Prepares contracts and other legal documents, as required;
- Drafts Memoranda of Understanding on various subjects and legal issues;
- Assists the Senior Legal Officer with the preparation of Cabinet and Legislation Committee Submissions;
- Attends meetings, as required;
- Participates in the preparation of Drafting Instructions;
- Reviews legislation administered by the Authority and proposes recommendations for changes;
- Participates in the preparation of technical briefs for the CEO, as required;
- Prepares Legal Instructions and liaises with the Attorney General's Chambers to find solutions for legal problems affecting the Authority;
- Keeps abreast of relevant conventions and legal developments and conducts research as required;
- Assists in identifying legal issues and potential solutions related to proposed policy decisions;
- Drafts legal documents for the Authority;
- Verifies the accuracy of the Authority's contractual relations with Agencies and individuals;
- Provides guidance to members of staff on legal and quasi-legal issues;
- Examines complaints, letters and reports sent to the Authority and investigates and deals with matters appropriately;
- Interviews witnesses and drafts Witness Statements;
- Liaises with representatives of the Attorney General's Department and the Director of Public Prosecutions in respect of suits, which affect the Authority's Portfolio operations;
- Participates in the review and assessment of legislation, policies and procedures to improve efficiency and effectiveness;
- Liaises with the representatives of the Office of the Chief Parliamentary Counsel in relation to drafting Acts and Regulations which fall under the Authority's purview;
- Drafts affidavits for the review and approval of the Attorney General in relation to suits connected with the Authority;
- Attends Court to provide support and instructions to the Attorney General's Chambers or the Director of Public Prosecution, as required;
- Attends meetings of the Legislation Committee, as required;
- Represents the Senior Legal Officer at meetings, conferences and workshops, locally and overseas;
- Performs any other related duties that may be assigned by the Senior Legal Officer from time to time.

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

### ***Core:***

- Strong leadership and interpersonal skills
- Strong presentation, oral and written communication skills
- Strong conceptual and listening skills
- Strong policy formulation and analytical skills
- Ability to write clearly and succinctly and to meet deadlines
- Highly developed team building skills and the ability to work effectively with internal and external stakeholders
- Excellent legal drafting and research skills
- Excellent problem-solving skills
- Sound analytical and strategic thinking

### ***Technical:***

- Good knowledge of the Fisheries Act 2018, relevant legislation, legal guidelines, policies and policy guidelines of the National Fisheries Authority
- Knowledge of national, regional and international Fisheries laws and protocols and other related international laws and regulations
- Good arbitration and negotiation techniques
- Good knowledge of Public Sector laws, rules and guidelines

## **Minimum Required Qualification and Experience**

- Bachelor of Laws (LLB) Degree;
- Certificate of Legal Education from the Norman Manley or Hugh Wooding Law School, UWI;
- Three (3) years' experience in the legal field.

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

- May be required to work on holidays and weekends;
- Required to travel both locally and overseas.

### **3. Internal Auditor (Level 6)**

#### **Job Purpose**

Under the direction of the Chief Internal Auditor (CIA), (Level 9), the Internal Auditor (Level 6) supports the CIA in establishing and implementing an Internal Audit Programme and Control Systems designed to evaluate the adequacy, efficiency, and economy with which the Authority's financial and other operations are conducted. This involves ensuring compliance with established internal control procedures by examining records, reports, operating practices, and documentation; verifying assets and liabilities in accordance with the Financial Administration and Audit (FAA) Act, and other regulations and directives issued by Ministry of Finance and the Public Service.

#### **Key Responsibilities**

##### ***Technical/professional:***

- Implements internal auditing policies, procedures, and programmes;
- Reviews accounting procedures;
- Surveys functions and activities in assigned areas to determine the nature of operations and adequacy of system of control to achieve established objectives;
- Conducts and reports on the testing and adequacy of the Authority's internal controls over financial reporting;
- Investigates and determines causes of irregularities and errors;
- Recommends corrective action and suggests improvement;
- Verifies the adequacy and accuracy of Financial Records; examines and appraises financial and accounting practices, systems and procedures;
- Recommends new policy guidelines in response to changing systems and practices in Auditing Standards;
- Keeps abreast of trends and developments in Internal Auditing Management and recommends adoption where appropriate to improve the effectiveness of the Authority;
- Prepares and maintains adequate working papers in accordance with established guidelines;
- Ensures that working papers are properly prepared and submitted for review;

- Consults with CIA on technical matters in principles of accounting practice and/or on any other areas that need clarification;
- Ensures the security of Audit files;
- Establishes and maintains good working relationships with External Auditors and other stakeholders;
- 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 problem-solving skills
- Good interpersonal skills
- Teamwork and co-operation
- Ability to use own initiative
- Integrity
- Proficiency in the use of relevant computer applications

#### **Technical:**

- Good knowledge of FAA Act, PBMA Act and Regulations
- Excellent knowledge of accounting principles
- Excellent knowledge of auditing principles
- Ability to critically assess accounting and operating systems and procedures
- Good knowledge of Government procurement practices

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

- Association of Certified Chartered Accountant Level 2 (ACCA 11) or any equivalent recognized professional qualification in Accounting or Management;
  - Completion of relevant Government Accounting Courses;
  - Four (4) years related accounting experience;
- OR**
- BSc Degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized tertiary institution;
  - Completion of relevant Government Accounting Courses;
  - Four (4) years' related experience in Accounting;
- OR**
- Associate Degree in Accounting (MIND) along with the completion of the revised Certificate in Government Accounting;
  - Six (6) years related accounting experience.

### **Special Condition Associated with the Job**

- May be required on occasions to work on weekends and holidays will be required, if necessary, to travel;
- Exposure to confidential and sensitive information;
- Encounter potentially dangerous situations when conducting physical checks at outstations, etc.;
- Possible exposure to adverse environments when conducting investigations in the field such as inhalation of gas fumes etc.

## **4. Manager - Public Relations (Level 6)**

### **Job Purpose**

Under the general direction of the Senior Director, Corporate Services (Level 9), the Manager, Public Relations (Level 6) is required to design, plan, manage, execute and evaluate Public Relations and Communication Programmes, not only to apprise stakeholders of the Authority's programmes, policies, services and responsibilities, but also to foster involvement, inclusiveness and achievement of the Authority's Vision, Mission and Mandate.

The incumbent is required to serve as a Public Relations and Communications Advisor to the CEO and senior staff on Public Relations and communication affairs and to recommend courses of action

that often involve complex and sensitive Public Relations and communication issues that may have national, regional or international impact.

### **Key Responsibilities**

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

- Provides leadership, proactive planning, management and outreach in the area of Communications and Public Relations for the Authority;
- Manages the day-to-day operations and ensures that work is performed according to plan and that goals are achieved;
- Co-ordinates the Authority's Public Relations, Communications and Public Education Programmes;
- Represents the Authority at meetings, conferences, presentations and other fora as required;
- Prepares Annual/Quarterly and General Progress Reports as required;
- Participates in the Authority's Corporate and Strategic Planning process;
- Manages all media enquiries and ensures that they are properly handled and co-ordinates the news segment of the Authority's Website.

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

- Develops and implements an effective Public Relations and communications framework with attendant policies, programmes, activities and services;
- Guides the Authority's corporate visibility and develops, orchestrates and implements strategic outreach programmes in partnership with stakeholders in small or large settings;
- Provides technical advice to the CEO and senior staff;
- Participates in the building and strengthening of the Authority's relationships with partners, advocacy groups, sector representatives and other stakeholders;
- Liaises with MFA&FT, Cabinet Office and OPM representatives on protocol guidelines for special events;
- Co-ordinates, monitors and advises on responses to Sector related news stories;
- Formulates and implements the Authority's Public Relations and Communications Strategy and Programme, utilizing the mass media and public fora to foster greater understanding and public awareness of its objectives and policies;
- Monitors the Authority's Public Relations and Communications Programmes and policies;
- Develops PR and communication initiatives for radio, television, online/web and print media in consultation with Government information Agencies;
- Prepares and disseminates information to the media, public and private organizations and the general public;
- Co-ordinates the development of periodicals and other publications;
- Monitors and reports on internal and external feedback on the impact of the Authority's policies and programmes;
- Undertakes research and writes speeches, messages and technical briefs as required;
- Prepares speeches for the CEO and Senior Directors;
- Ensures media coverage for the Authority's functions;
- Attends meetings and prepares reports;
- Prepares and monitors Budget, Operational, Corporate and Strategic Plans;
- Produces special publications on behalf of the Authority such as Annual Reports, feature articles and advertisements;
- Enhances and maintains a positive image of the Organization to the public;
- Manages internal communication channels.

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

- Provides leadership and guidance to direct reports through effective coaching, planning, delegation, communication, training and mentoring;
- Ensures that the welfare and developmental needs of staff are clearly identified and addressed;
- Participates in the recruitment of staff, recommends promotion, transfers or disciplinary action as required;
- Monitors and evaluates the performance of direct reports and recommends and or initiates corrective action where necessary to improve performance and or achieve personal and organizational goals;
- Keeps staff updated on best practices in Public Relations and Communications and cutting edge technology;
- Promotes adherence to the Authority's policies, regulations and standards;
- Performs any other related duties that may be assigned from time to time.

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

### ***Core:***

- Excellent influencing skills and demonstrated emotional intelligence
- Excellent media relations skills
- Excellent presentation and oral and written communication skills
- Excellent planning, networking, organizing and problem-solving skills
- Proven expertise in events planning and Government communications policies and protocols
- Good leadership, team building and relationship building skills
- Excellent interpersonal and people management skills
- Ability to effectively express ideas and appropriately organize and deliver information

### ***Technical:***

- Knowledge of the Fisheries Act 2018 and related legislation, policies and guidelines
- Knowledge of the policies and procedures of the National Fisheries Authority, the Staff Orders and Public Service Regulations
- Knowledge of national, regional and international fisheries laws and protocols
- Comprehensive knowledge of local media environment/landscape
- Excellent knowledge of and practical experience in PR and communications approaches, tools and methodologies
- Sound knowledge of protocol related issues
- Sound knowledge and experience in developing and implementing PR strategies
- Sound knowledge of and/or experience in Social Marketing and working in the Public Sector, would be an asset
- Knowledge of the challenges and issues facing the Fisheries Sector
- Proficiency in the use of relevant computer applications and preventative aids

## **Minimum Required Qualification and Experience**

- Bachelor's Degree in Mass Communications, Journalism or a related field;
- Specialized training in Print, Electronic or Public Relations;
- Five (5) years' experience at a senior level in a comparable working environment.

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

- Required to travel to PR functions island-wide and may also be required to travel to the Pedro and Morant Cays;
- May occasionally be required to work for extended hours to finalize assignments;
- Required to travel overseas for short periods.

## **5. Human Resource Officer (Staffing and Benefits) (Level 5)**

### **Job Purpose**

Under the direct supervision of the Manager, Human Resource Management and Development (Level 7), the Human Resource Officer (Staffing and Benefits) (Level 5), gives support and facilitates the implementation of Human Resource activities in accordance with the established policies and procedures in order to meet the Authority's strategic objectives. The incumbent assists with the recruitment and selection procedures, the administering of employee benefits and maintains the staffing needs and updates electronically and manually personnel records of the Authority.

### **Key Responsibilities**

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

- Assists with the evaluation of staff turnover, vacancies and the recruitment strategies to identify and forecast staffing requirements;
- Assists with providing guidance to new employees and ensures that they are aware of and adhere to the policies; procedures and regulations of the Authority;
- Assists with the preparation of the Work Plans;
- Manages the Human Resource Information System database to provide support for the manpower planning activity, as well as ensuring that Staff List is current and accurate;
- Tracks HRM Transaction Processing Time to monitor and ensure efficiency in satisfying the Customer Service Charter Standards;

- Conducts research to identify the HR related information to keep the Authority informed of Industry changes and abreast with new best practices.

***Technical/Professional:***

- Assists with the co-ordination of Orientation Programmes for new employees;
- Participates in the recruitment, selection and appointment of staff;
- Maintains effective working relationships with external and internal stakeholders to ensure that the Authority provides a consistently high level of service;
- Assists with the execution of recommendations for acting appointments, promotions, resignations and transfers;
- Assists with investigating queries relating to salaries, appointments, discrepancies and other queries;
- Issues reminders to Heads of Division with regards to officers who are acting in clear vacancies and request recommendations as to their suitability for appointments/promotions;
- Assists with the evaluation and analysis of Exit Interviews and ensures that all separation matters are settled;
- Monitors the maintenance of all personnel related records and ensures for completeness and accuracy;
- Oversees the administering of test for officer required to do so;
- Compiles Quarterly Reports for the Division;
- Submits Confidential Reports as requested;
- Liaises with representatives of Health Insurance Provider and ensures the registration of new employees on Health Insurance Plan;
- Liaises with NIS Office to ensure members of staff are adequately compensated for NIS Benefits;
- Ensures that applications for employee benefits are processed and submitted;
- Ensures application for leave are processed;
- Assists with the preparation of the schedule of employees who are eligible for retirement and ensures that all relevant documents are processed and submitted;
- Prepares Staff List and list of vacancies within the Authority as requested;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good oral and written communication skills
- Good time management skills
- Good problem-solving and conflict management skills
- Good planning and organizing skills
- Good customer relations and interpersonal skills
- Ability to work in teams
- Good use of initiative
- Managing the client interface

***Technical:***

- Sound knowledge of principles and practices of Human Resource administration
- Knowledge of the operations of Government Authority's policies and procedures
- Knowledge of Recruitment procedures
- Knowledge of Leave Administration
- Knowledge of the use of the relevant computer software applications

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Business Administration/Human Resource Management/Public Administration;
  - Two (2) years' experience in Human Resource;
- OR**
- Associate/Diploma in Human Resource Management or Public Administration;
  - Three (3) years' experience in the Human Resource Unit.



## **6. Final Accounts Officer (FMG/AT 3)**

### **Job Purpose**

Under the direct supervision of the Manager, Final Accounts and Reporting, the Final Accounts Officer is responsible for ensuring that advances are properly reflected in the accounts and promptly cleared. The incumbent is also responsible for posting Journals in pursuance of preparing the accounts and generating the requisite financial statements of the Authority.

### **Key Responsibilities**

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

- Prepares and maintains accurate financial accounting records from which the Financial Statements of the Authority are extracted at regular intervals;
- Participates in the preparation and maintenance of the Operational/Procedural Manual for the Finance and Accounts Division;
- Certifies payment vouchers, journal entries, receipts and lodgements on the Government Financial Management System (GFMS), ensuring that vouchers are properly prepared, entries are correct and the necessary supporting documents are in order;
- Posts in the accounts all journal vouchers for salary, advance clearance and other adjustments in respect of the month;
- Ensures that the accounts of the Authority are prepared on time;
- Ensures that all monies received by the Cashier are properly brought to account;
- Contacts Programme Managers to clarify any matter pertaining to bills and vouchers submitted for clearance of advance before they are accepted;
- Assists in drafting responses to audit queries;
- Visits outstations to verify that lodgements made against collections are reconciled;
- Monitors bank reconciliation for recurrent, capital A/B, Heads of Estimate and Deposit Accounts;
- Performs any other related duties that may be assigned from time to time.

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

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

- Good oral and written communication skills
- Ability to work in teams
- Good interpersonal and customer relations skills
- Ability to work on own initiative
- Good problem-solving and time management skills

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

- Good knowledge of the stipulations of the FAA Act
- Good knowledge of the Ministry's policies, practices and procedures
- Good knowledge of Government Accounting
- Excellent numeric skills
- Competence in the use of spreadsheets and computerized accounting systems
- Proficiency in the relevant computer applications.

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

- Associate Degree/Advanced Diploma in Accounting or AAT Level 3;
  - Successful completion of the required Government Accounting Certificate;
  - Two (2) years' experience in a comparable working environment;
- OR**
- Diploma in Accounting/Certificate (Upper Secondary) with courses in Accounting;
  - Successful completion of the required Government Accounting Certificate;
  - Four (4) years' experience in a comparable working environment.

## **7. Licensing and Registration Officer (Level 5)**

### **Job Purpose**

Under the general direction of the Licensing and Registration Manager, the Licensing and Registration Officer processes all applications for registration, licensing, permit and authorization for individuals, equipment and facilities in keeping with the Fisheries Act.

### **Key Responsibilities**

- Screens/Interviews applicants referred by the Licensing and Registration Clerk to ensure they have the necessary requirements for licences, permits, authorizations and registration;
- Checks application forms for technical inaccuracies and to ensure completeness;
- Proof-reads Licences, Permits, Authorizations and Identification Cards;
- Liaises with Fisheries Compliance Officers to recommend date and venue for off-site Registration and Licensing Exercise;
- Participates in the generation and distribution of public awareness material;
- Recommends Team Members to participate in off-site licensing exercise;
- Supervises the processing of applications;
- Ensures Licences and Identification Cards are dispatched to the appropriate sub-offices for collection;
- Conducts Licensing and Registration procedures for fishing vessels;
- Prepares Fisher ID/Licence, Fishing Vessel Licences, Fish Farmer ID/Licence and Aquaculture Facility Licences;
- Participates in monitoring , surveillance and enforcement activities;
- Prepares registration and licensing data and information reports;
- Maintains Registration and Licensing Database;
- Performs any other related duties assigned by the Manager from time to time.

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

#### **Core:**

- Ability to work with people from a variety of cultures and ethnic backgrounds
- Good interpersonal skills
- Good oral and written communication skills
- Good problem solving, negotiation and conflict management skills
- Strong customer relations skills
- Ability to use initiative
- Sound integrity

#### **Technical:**

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

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

- Associate Degree in Marine Biology, Aquaculture, Research or similar discipline, including fisheries and aquaculture related courses;
  - Three (3) years' experience in research and/or enforcement, and working in an environment of similar size and complexity;
- OR**
- Diploma in Aquaculture, Fisheries or pertinent field;
  - Five (5) years' experience in research and/or enforcement and working in an environment of similar size and complexity.
  - Training in Licensing and Registration and/or Enforcement procedures would be an asset;
  - Training in customer relations and/or communication skills would be an asset.

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

- May be subject to island-wide travel, which includes remote locations;
- May be subject to harsh working environment (e.g., aquatic and offshore areas) and hostile clientele;
- May be subject to corrupting influences;
- Job requires handling of confidential information.

## **8. Manager, Administration and Office Services (Level 5)**

### **Job Purpose**

Under the supervision of the Manager, Facilities, Properties and Transport (Level 7), the Manager, Administration and Office Services (Level 5), is responsible for planning, organizing, directing and controlling all centralized administrative functions of the National Fisheries Authority.

### **Key Responsibilities**

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

- Contributes to preparation of the Budget and Corporate Plan for the Division;
- Liaises with the Senior Procurement Officer and Financial Accounts Supervisor to ensure that bills submitted for suppliers of goods and services are processed and payments made;
- Prepared and submits reports;
- Establishes Administrative Systems to ensure adequate services are available in the areas of making photocopies and internal mail distribution and monitors effectiveness of the services.

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

- Provides suitable office accommodation for all members of staff;
- Liaises with relevant Department Heads for the purchase of new office furniture/equipment or to arrange for the repairs/service same;
- Monitors and supervises security personnel for the Authority, including its Outstations;
- Ensures that stationery/printing/cleaning supplies, first aid and toiletries are provided in adequate supply;
- Manages the Messenger Service and does random checks to ensure efficiency;
- Prepares and submits information to facilities payments of relevant allowances and safety clothing for applicable staff;
- Monitors the performance of Service Contractors to ensure adherence to contracts, service delivery deadlines and quality control.

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

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Develops and implements, in collaboration with the Human Resource Branch, a Succession Planning Programme for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Unit;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Branch are clearly identified and addressed;
- Performs any other related duties which may be assigned from time to time.

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

- Knowledge of operations of Government/the Authority's policies and procedures
- Strong leadership skills
- Good customer relation and interpersonal skills
- Excellent oral and written communication skills
- Good problem-solving and conflict management skills
- Proficient in the use of the relevant computer applications

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

- First Degree in Management Studies/Public Administration/Personnel Management or Business Administration;
  - Three (3) years on the job experience at Supervisory level or performing related functions;
- OR**
- Diploma in Management Studies/Public Administration/Personnel Management or Business Administration;
  - Five (5) years on the job experience at Supervisory level or performing related functions.

### **Special Condition Associated with the Job**

- Some travelling required.

## **9. Licensing and Registration Clerk (Level 2)**

### **Job Purpose**

Under the general direction of the Licensing and Registration Manager, the Licensing and Registration Clerk is responsible for the collection of information and interviewing fisher folk and fish farmers applying for licences and permits and authorizations to engage in capture fisheries or aquaculture in keeping with the Fisheries Act.

### **Key Responsibilities**

- Interviews applicants for registration, licensing, permits and authorizations;
- Collects data and information for the Registration and Licensing process;
- Provides support and assistance to applicants and assists applicants with the completion of forms;
- Assists with the Licensing and Registration procedures for fishers, fish farmers, fishing vessels and aquaculture facilities;
- Files completed applications and maintains an effective filing system;
- Assists in preparing Fisher ID/Licence, Fishing Vessel Licences, Fish Farmer ID/Licence and Aquaculture Facility Licence;
- Assists in maintaining Fisher/Vessel, Fish Farmer/Aquaculture facility files in specified database;
- Participates in monitoring, surveillance and enforcement activities;
- Performs any other related duties which may be assigned by the Licensing and Registration Manager.

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

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

- Ability to work with people from a variety of cultures and ethnic backgrounds
- Good interpersonal and people management skills
- Good oral and written communication skills
- Ability to work in a team
- Strong customer relations skills
- Ability to use initiative
- Sound integrity

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

- Basic knowledge of Fisheries and related legislation
- Good negotiation and conflict management skills
- Familiarity with fisher and fish farming communities' issues

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

- Associate Degree in Fisheries, Aquaculture, Computer Science or any related discipline;
  - Two (2) years related experience;
- OR**
- Diploma in Fisheries, Aquaculture, Computer Science or any related discipline;
  - Four (4) years related experience;

**OR**

- Any equivalent combination of qualifications and experience.
- Training in Licensing and Registration and/or Enforcement procedures would be an asset;
- Training in customer relations and/or communication skills would be an asset.

**Special Conditions Associated with the Job**

- May be subject to island-wide travel, which includes remote locations;
- May be subject to harsh working environment (e.g., aquatic and offshore areas) and hostile clientele;
- May be subject to corrupting influences;
- Job requires handling of confidential information.

Applications accompanied by detailed résumés, including the names of two (2) referees, should be submitted **no later than Wednesday, 2<sup>nd</sup> November, 2022 to:**

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

**Email: [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**