



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 37 **OSC Ref. C. 4858⁴⁴**

24th January, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant posts** in the **National Fisheries Authority**:

1. **Senior Director, Aquaculture Extension Services (Level 9) - Aquaculture Division/ Aquaculture Extension Services Branch**, salary range \$3,593,869 - \$4,420,005 per annum and any allowance(s) attached to the post.
2. **Senior Director, Capture Fisheries Extension Services (Level 9) - Capture Fisheries Division/Capture Fisheries Extension Services Unit**, salary range \$3,593,869 - \$4,420,005 per annum and any allowance(s) attached to the post.
3. **Senior Director, Capture Fisheries Planning, Development and Management (Level 9) - Capture Fisheries Division/Capture Fisheries Planning, Development and Management Branch**, salary range \$3,593,869 - \$4,420,005 per annum and any allowance(s) attached to the post.
4. **Director, Commercial Services (level 9) - Commercial Services Branch**, salary range \$3,593,869 - \$4,420,005 per annum and any allowance(s) attached to the post.
5. **Director, Farm Management and Production (Level 8) - Aquaculture Division/Farm Management and Production Branch**, salary range \$2,850,873 - \$3,506,213 per annum and any allowance(s) attached to the post.
6. **Chief Compliance Officers (Level 8) (2 posts) (Eastern and Western Region) - Fisheries Compliance, Licensing and Statistics Branch**, salary range \$2,850,873 - \$3,506,213 per annum and any allowance(s) attached to the post.
7. **Manager Project Development, Monitoring and Evaluation (Level 8) - Executive Office/Project Development, Monitoring and Evaluation Unit**, salary range \$2,850,873 - \$3,506,213 per annum and any allowance(s) attached to the post.
8. **Senior Compliance Officers (Level 7) (5 posts) (Clarendon/St. Catherine, St. Elizabeth/Manchester, Westmoreland/Hanover, St. James/Trelawney/St. Mary and St. Ann) - Fisheries Compliance, Licensing & Statistics Division/Compliance Branch**, salary range \$2,272,568 - \$2,794,973 per annum and any allowance(s) attached to the post.
9. **Outstations and Special Projects Accountant (Level 5) - Finance and Accounts Division**, salary range \$1,444,094 - \$1,776,054 per annum and any allowance(s) attached to the post.
10. **Administrative Support Officer (Level 4) - Corporate Services Division**, salary range \$1,151,157 - \$1,415,779 per annum and any allowance(s) attached to the post.
11. **Payroll Officer (Level 4) - Finance and Accounts Division/Payments and Payroll Branch**, salary range \$1,151,157 - \$1,415,779 per annum and any allowance(s) attached to the post.
12. **Budget Officers (Level 4) - Finance and Accounts Division/Management Accounts Branch**, salary range \$1,151,157 - \$1,415,779 per annum and any allowance(s) attached to the post.
13. **Compliance Officers (Level 3) (20 posts) Portland (2), (St. Thomas (2), St. Mary (2), Clarendon (2), Manchester (3), Hanover (2), Westmoreland (2), St. James (2), Trelawney (1) and St. Elizabeth (2) - Fisheries Compliance, Licensing and Statistics Division Compliance Branch**, salary scale \$917,644 - \$1,128,586 per annum and any allowance(s) attached to the post.
14. **Bank Reconciliation Officer (Level 3) - Finance and Accounts Branch/Final Accounts and Reporting Unit**, salary range \$917,644 - \$1,128,586 per annum and any allowance(s) attached to the post.

15. Data Collection Officer (Level 3) - Fisheries Compliance, Licensing and Statistics Division, salary range \$917,644 - \$1,128,586 per annum and any allowance(s) attached to the post.

16. Payroll Clerk (Level 3) - Finance and Accounts Branch/Payments and Payroll Unit, salary range \$917,644 - \$1,128,586 per annum and any allowance(s) attached to the post.

17. Accounts Clerk (Level 2) (2 posts) - Finance and Accounts Branch/Payments and Payroll Unit, salary range \$917,644 - \$1,128,586 per annum and any allowance(s) attached to the post.

1. Senior Director, Aquaculture Extension Services (Level 9)

Job Purpose

Under the general direction of the Principal Director, Aquaculture Division the Senior Director, Aquaculture Extension Services is responsible for managing and monitoring all functions, activities and outputs relating to the extension services. The primary purpose of the position is to ensure technology transfer, training, capacity building and the facilitation of interventions to support the development and efficient operation of the aquaculture production value chain.

Accordingly, the incumbent develops and implements projects that facilitate socio-economic development as well as product development, processing and marketing among stakeholders. The incumbent also interacts with stakeholders in order to provide feedback on the impact/effect of policies and create linkages between the needs of the Sector and research activities. Generally, the post provides advice to inform decision-making relating to the implementation of activities and performance outputs within the regime of the extension service.

The incumbent is also required to participate in the planning, organization, development and administration of systems, procedures and programmes for the development and management of aquaculture in Jamaica. Additionally, the incumbent participates in and contributes to the Authority's Strategic Planning and Budgeting processes, as a member of the Senior Management Team.

Key Responsibilities

Management/Administrative:

- Directs the programmes and activities of the Aquaculture Extension Services Branch in accordance with the established policies, laws and regulations of the Authority;
- Develops the Branch's Operational Plans and policies, and monitors to ensure that work is carried out as planned;
- Prepares the Branch's Budget and manages funds required for programmes/projects;
- Ensures that all required processes, systems and controls are in place to enable achievement of the Branch's objectives;
- Manages the work programme of the Branch to ensure that there is operational efficiency and that agreed targets are met;
- Develops in collaboration with staff, work programmes for the accomplishment of island-wide extension services;
- Ensures that the physical and material resources necessary for the implementation of the planned extension initiatives are available in adequate supply and used efficiently;
- Ensures that appropriate communication and knowledge management systems are in place within the Branch and with other internal and external Entities;
- Ensures the management and continuous performance of staff within the Branch through the implementation of the Performance Management System;
- Collaborates with other Directors and Managers in developing and implementing Authority-wide administrative and other Corporate policies;
- Represents the Authority on Committees as well as at local and international conferences, seminars, workshops and meetings concerning fish production, distribution and sustainability, provides professional support, presents papers and makes submissions and presentations, as required.

Technical/Professional:

- Develops, co-ordinates and monitors the implementation of an effective extension programme for aquaculture, ensuring the transfer of appropriate technology to the farmer;
- Monitors inspections of field-work development, specifically those relating to pond construction and fish farm operations in order to identify issues and provide assistance in resolving the problems which may arise;
- Monitors the various technical assistance services to Fish Farmers e.g. the provision of seed stock;

- Develops proposals for the implementation of benefits such as subsidies and incentives to fish farmers ensuring that safeguards to avoid potential problems are included;
- Ensures that the processes for the rental of nets and other equipment for harvesting fish from small farmers are carefully managed in order to reduce the risks of disease transfer between farms;
- Co-ordinates the development and implementation of business arrangements to assist fish farmers in marketing their products;
- Collaborates with the Research Branch to facilitate technology transfer based on emerging research, adding value to aquaculture products, develop and implement production measures aimed at adding value to tilapia products;
- Collaborates with the Director of Compliance and Licenses to report breaches of regulations by Fish Farmers and facilitate the compliance process;
- Participates in and contributes to an efficient system of aquaculture data collection for the monitoring of the Aquaculture Industry;
- Participates in the development of an academic curriculum in aquaculture for Agriculture Colleges and other secondary and tertiary institutions in Jamaica;
- Makes recommendations on the feasibility of Aquaculture Projects which are proposed by the Private and Public Sector Agencies in Jamaica;
- Facilitates the development of projects and programmes aimed at improving aquaculture production and efficiency and developing the value chain and strengthening the participation of Fish Farmers in the aquaculture value chain.

Human Resource Management:

- Provides leadership and guidance to direct reports through effective objective setting, planning, delegation, communication, training, mentoring and coaching;
- Identifies the training needs of the staff and facilitates the formulation of programmes for staff training and development;
- Recommends disciplinary action to be taken when necessary;
- 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 attainment of established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends transfers, promotions, termination and leave in accordance with established Human Resource policies and procedures;
- Collaborates with the Corporate Services Division 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 Branch;
- Ensures the welfare and developmental needs of staff in the Branch are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Organization's goals;
- Performs any other related duties that may be assigned by the Chief Executive Officer and/or the Principal Director from time to time.

Required Knowledge, Skills and Competencies

Core:

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

Technical:

- Sound knowledge of the Fisheries Act and related regulations and guidelines
- Sound knowledge of the policies and procedures of the National Fisheries Authority
- Good knowledge of Public Sector laws, rules and guidelines and of the Ministry's policies and procedures
- Excellent knowledge of agricultural extension principles, methods and techniques
- Good knowledge of fish farm design and construction
- Sound knowledge of all types of aquaculture fish production
- Good knowledge business management and development skills

Minimum Required Qualification and Experience

- Master's Degree in Aquaculture, Fisheries Management, Agricultural Rural Development or relevant discipline;

- Four (4) years' experience in extension services and working in an environment of similar size and complexity, at least two (2) of which should be at a Senior managerial level.
- OR**
- Bachelor's Degree in Aquaculture, Fisheries Management, Agricultural Rural Development or relevant discipline;
 - Seven (7) years' experience in extension services and working in an environment of similar size and complexity, at least four (4) of which should be at a Senior managerial level.

Special Conditions Associated with the Job

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

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

Job Purpose

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

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

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

Key Responsibilities

Management/Administrative:

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

Technical/Professional:

- Develops, co-ordinates and monitors the implementation of an effective Extension Programme for Capture Fisheries;
- Monitors the various technical assistance services to fishers e.g. boat maintenance and repairs;
- Develops proposals for the implementation of benefits such as subsidies and incentives to fishers ensuring that the system is not abused;
- Promotes the use of fish aggregating devices, and artificial reefs in order to improve catches;
- Co-ordinates the development and implementation of business arrangements to assist fishes with marketing;
- Collaborates with the Research Branch to develop and implement production measures aimed at enhancing the value chain;

- Collaborates with the Director of Compliance and Licenses to report breaches of regulations by fishers;
- Participates in and contributes to an efficient system of fishery data collection in order to facilitate the planning process;
- Develops strategies/programmes for the dissemination of information to fishers and other stakeholders; ensures that same is effectively implemented;
- Analyzes and interprets relevant information/data provided by the extension services and/or the Director, Data and Information Management;
- Evaluates and monitors the performance and effectiveness of fisheries development and management activities with respect to the engagement of Capture Fisheries stakeholders;
- Liaises with the local, regional and international Government and Non-government Organizations concerned with conservation and sustainable utilization of marine species;
- Participates in workshops and seminars to share technical information on extension services matters;
- Ensures compliance with local and international seafood standards;
- Recommends the revision of policy guidelines in order to meet the global changes in the Fishing Industry.

Human Resource Management:

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

Required Knowledge, Skills and Competencies

Core:

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

Technical:

- Sound knowledge of the Fisheries Act and related regulations and guidelines
- Sound knowledge of the policies and procedures of the National Fisheries Authority
- Good knowledge of Public Sector laws, rules and guidelines and of the Ministry's policies and procedures
- Excellent knowledge of fishery extension principles, methods and techniques
- Excellent knowledge of Capture Fishery production
- Good project management skills
- Sound business management and development skills

Minimum Required Qualification and Experience

- Master's Degree in Fisheries, Marine Biology or related discipline;
 - Six (6) years related experience with at least three (3) years in a Senior Management capacity.
- OR**
- BSc Degree in Fisheries, Marine Biology or related discipline;
 - Eight (8) years related experience with at least two (2) years in a Senior Management capacity.

Special Conditions Associated with the Job

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

3. Senior Director, Capture Fisheries Planning, Development and Management (Level 9)

Job Purpose

Under the general direction of the Principal Director, Capture Fisheries Division, the Director, Capture Fisheries Planning, Development and Management Branch directs the operations of the Branch.

The incumbent is responsible for the development, implementation and maintenance of the Fishery Management and Development Plans in line with international best practice. The incumbent also participates in the planning, organization, development and administration of systems, procedures and programmes for the development and management of Capture Fisheries in Jamaica. Accordingly, the incumbent provides technical advice, briefings and support to the Principal Director of the Capture Fisheries Division and other senior officials.

The incumbent is also responsible to develop, implement, monitor and evaluate strategies to ensure proper conservation, protection and management and use of Capture Fisheries (marine and freshwater) resources.

Key Responsibilities

Management/Administrative:

- Plans, directs and co-ordinates all programmes and activities relating to the operations of the Capture Fishery Development and Programme Management Branch in accordance with the established policies, laws and regulations of the Authority;
- Monitors and controls the implementation of Corporate and Operational Plans and Budgets to ensure that work is carried out as planned, within Budget and that agreed targets are met;
- Ensures that all required processes, systems and controls are in place to enable achievement of the Branch's objectives;
- Manages the work programme of the Branch by ensuring operational efficiency and cost effectiveness are observed in expenditure and takes corrective action to minimize variances where necessary;
- Oversees the investigation of complaints from customers and business associates and effects the required corrective measures;
- Represents the Authority at local, regional and international meetings, conferences, workshops and other fora as required.

Technical/Professional:

- Ensure the preparation, implementation and monitoring Fishery Management Plans while incorporating the participatory approach to management planning by ensuring that the following elements are in place:
 - ✓ An introduction outlining the need and rationale for management of the Fishery and the scope of the Plan
 - ✓ Assessment of the historical development and current status of the Fishery, including its biological ecological, social and economical dimensions
 - ✓ A stakeholder analysis of the Fishery and clear statements on the roles and responsibilities of the different stakeholders in the management process, including any co-management arrangements
 - ✓ The goals and objectives for the Fishery, for each of the biological, ecological, social and economic dimensions, and the relative prioritization between any conflicting objectives
 - ✓ The indicators and reference points associated with each objective, to be expressed in quantitative terms and to be used in measuring the performance of management in achieving each objective
 - ✓ The management measures that will be used to achieve the objectives, and protect the resources from exploitation
 - ✓ The specifications of any use or access rights to be allocated in the Fishery and any conditions attached to them
 - ✓ A 'decision control rule' framework, that has been pre-agreed with the Fishery stakeholders, stating which management measures (including any levels of fishing effort, fish catches or other controls) shall be adopted depending on the status of the fishery, as measured by the positions of the indicators relative to the reference points

- ✓ A statement of the current management recommendations for the Fishery, as guided by the decision control rule, based on the estimated current status of the Fishery and allowing for any uncertainties in the assessment and associated risks for achievement of the Fishery goals
- ✓ An agreed process and timetable for monitoring the state of the Fishery and evaluating and reviewing the Management Plan as needed, providing for ongoing consultation with Fishery Stakeholders
- Develops and implements Management, Conservation and Development programmes and projects related to the National Fisheries Authority (NFA);
- Develops and implements fisheries conservation strategies, including the management of the Fish Sanctuaries Programme;
- Develops, manages and monitors User Rights and Quota based Fishery Management Systems;
- Represents the NFA at Court proceedings on matters relating to contravention of the Fisheries Act; remove – to compliance group;
- Analyzes and interprets relevant information and makes recommendations to the Principal Director, Capture Fisheries Division;
- Liaises with the local, regional and international governmental and non-governmental Organizations concerned with the conservation and sustainable utilization of marine species;
- Participates in workshops and seminars to share technical matters relating to Fisheries Management;
- Ensures the adaptation of local and international 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;

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 Branch and recommends transfers, promotions termination and leave in accordance with established Human Resource policies and procedures;
- 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 Principal Director 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 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 Branch;
- Performs any other related duties as assigned by the Principal Director, Capture Fishery.

Required Knowledge, Skills and Competencies

Core:

- Good team building skills
- Ability to analyze and interpret information for decision-making
- Strong leadership and management skills
- Good interpersonal skills
- Excellent oral and written communication skills
- Strong customer relations skills
- Good problem-solving and conflict management skills
- Proficiency in the use of relevant computer applications

Technical:

- Good knowledge of the Fisheries Act and related regulations and guidelines
- Excellent knowledge of management, development and conservatives principles and strategies
- Sound knowledge of the policies and procedures of the National Fisheries Authority
- Good knowledge of public sector laws, rules and guidelines and of the Ministry's policies and procedures

- Excellent knowledge of Fisheries protocols and management
- Demonstrated ability to think strategically, increase productivity and sustainability of fisheries
- Working knowledge of research methodologies and investigative techniques
- Good project management and development skills

Minimum Required Qualification and Experience

- Master's Degree in Fisheries or related sciences;
 - Six (6) years related experience with at least three (3) years in a Senior Management capacity.
- OR**
- Bachelor's Degree in Fisheries or related sciences;
 - Eight (8) years related experience with at least two (2) years in a Senior Management capacity.

Special Condition Associated with the Job

- Working in offshore and other aquatic environments;
- Extensive period in the field during terrestrial operations;
- Remote and sometimes hostile fishing beaches and communities;
- May be required to work on week-ends and public holidays.

4. Director, Commercial Services (Level 9)

Job Purpose

Reporting to the Chief Executive Officer; the Director, Commercial Services Branch is responsible for the management of all the Authority's Commercial Entities; to ensure that they are operated efficiently within the prescribe standards at minimal cost, whilst generating revenue to carry the essential functions of the Authority.

Key Responsibilities

Management/Administrative:

- Plans, directs and co-ordinates all programmes and activities relating to the operations of the commercial services of the Authority in accordance with the policies and regulation;
- Develops and prepares the Business Development Plans, Department's Annual Budgets, Strategic and Operational Work Plans;
- Determines new opportunities by analyzing business needs and liaise with the Divisional and Departmental Heads on the development of marketing strategies geared to achieve these needs;
- Provides communication and PR support for Divisional/Directors in the publicizing of their programmes;
- Arranges News Conferences/Media Tours to update the public and to give the media first-hand information on sector-related developments;
- Prepares Monthly Financial Statements and reports on performance of each commercial Entity;
- Investigates complaints from customers and effect the required corrective measures;
- Submits PMAS Report for each member of the Division by 15 April Annually.

Technical/Professional:

- Liaises with business operators and formulates joint ventures relating to commercial services;
- Develops and manages marketing tools for existing (e.g. fuel stations) and new business ventures;
- Prepares market analysis showing the feasibility or lack thereof of products and services that are offered (e.g. fuel sales) or can be offered by the Authority;
- Manages the activities and staff of the fuel stations;
- Develops relationships with related stakeholders and industries aimed at growing the Authority's influence in the Sector;
- Works out an approach to pricing and set prices for products and services;
- Develop plans for advertising, sales promotion, public relations, personal selling and sales management;
- Undertakes marketing audits to monitor sales performance;
- Liaises with Ministries, key clients and other stakeholders to agree on Market Sector strategies;
- Manages the activities and staff of the Marine Shop;
- Creates linkages with marketing and other Private and Public Sector Agencies to promote and maintain agricultural marketing development;

- Plans the marketing strategies of the Authority's products and services and ensures they are in keeping with Government policy. This includes but not limited to:-
 - ✓ Oyster production
 - ✓ Oyster culture services
 - ✓ Aquaculture production of fingerlings, ornamental fish etc.
 - ✓ Pond construction services
- Provides communication and PR support for Divisional/Directors in the publicizing of their programmes;
- Identifies investment opportunities across the Aquaculture Market Sector;
- Maintains current knowledge of trends and developments regarding the import and export of aquaculture products;
- Co-ordinates logistics and provides PR support for launches of the Authority's priority projects/special events to ensure media coverage;
- Acts as the Focal Point for referral of media enquiries to the Authority in collaboration with Public Relations and Corporate Communications Manager;
- Develops relationships with related stakeholders and industries aimed at growing the Authority's influence in the Sector;
- Develops and implements appropriate strategies for promoting the Authority's existing and proposed goods and services to the target market;
- Makes decisions regarding products, such as choosing labels or packaging;
- Ensures effective, efficient and profitable delivery of commercial services;
- Ensures that commercial opportunities are fully explored and developed where appropriate.

Human Resource Management:

- Provides direction, guidance to the Department to ensure alignment with the Authority's strategies;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Branch and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Collaborates with the Human Resource Branch to develop and implement a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Branch are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Performs any other related duties that may be assigned from time to time by the Principal Director Corporate Services.

Required Knowledge, Skills and Competencies

- Knowledge of the operations of Government/Authority's policies and procedures
- Sound knowledge of Government accounting principles and practices
- Good interpersonal and people management skills
- Good administrative, analytical, creative and organizational skills
- Excellent presentation skills
- Mastery in oral and written communication skills
- Excellent time management skills
- High commercial acumen makers
- Ability to take initiative and apply sound judgment in analyzing and solving problem
- Proficiency in the use of relevant computer applications
- Must possess a valid driver's license and reliable motor vehicle
- Knowledge of standard computer applications

Minimum Required Qualification and Experience

- Master's in business administration/Management from a recognized institution;
- Three (3) years relevant experience with similar responsibilities;
- Certificate/training in Supervisory Management.

OR

- Degree in Business Administration/Management with specialization in Marketing from a recognized institution;
- Six (6) years relevant experience with similar responsibilities;

- Certificate/training in Supervisory Management;
- Experience in the marketing and/or public relations field.

Special Conditions Associated with the Job

- Will be required to travel;
- Deadline oriented tasks.

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

Job Purpose

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

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

Key Responsibilities

Management/Administrative:

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

Technical/Professional:

- Develops, directs and monitors the Annual activities and performance of the farming operations;
- Develops and manages the implementation of strategies to ensure smooth, safe and efficient production farm operations;
- Co-ordinates the activities of various Production Units e.g. Tilapia, Mariculture Species and Ornamentals to ensure ongoing compliance with established standards and best practices as well as consistent and good quality production;
- Ensures the collection of water samples for testing and the maintenance of records of water quality and other environmental data associated with the production of aquaculture products;
- Develops the necessary protocols to ensure the maintenance of equipment including aquaculture vessels;
- Reviews Production Records to ensure that complete and accurate records are maintained;
- Oversees the management and maintenance of Inventory Records for aquaculture products and equipment in order to ensure that supplies and materials required for production and farm management are in stock;
- Develops procedures to ensure that equipment are checked regularly and ensures that same are in good working condition;
- Ensures that production Units, farm facilities and associated infrastructure e.g. plumbing infrastructure are operational, properly maintained and in good working condition;
- Develops in conjunction with the Aquatic Health Specialist protocols to ensure good aquatic health;
- Provides feedback to Research and other relevant Units on growth and performance of fish stocks;
- Collaborates with the Senior Research Officer to develop protocols to ensure that aquaculture products are safe for human consumption;

- Develops in conjunction with the Aquatic Health Specialist, protocols to address the quarantine and treatment of any disease outbreak at the Farms;
- Ensures that the Farms comply with established and accredited standards for the production of aquaculture products;
- Contributes to the determination of production costs for aquaculture products;
- Collaborates and co-ordinates with relevant Units regarding requests for the purchase and delivery of aquaculture products and makes the necessary production arrangements;
- Co-ordinates with the Regional Aquaculture Extension Officer/Extension Officers regarding the delivery of aquaculture products to fish farmers;
- Prepares and submits monthly, quarterly, annual and other ad hoc reports to keep the Principal Director and other Senior Management staff informed of the operation and performance of the Farm Management and Production Branch;

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Section;
- Recommends termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of staff in the Section are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Section's Division's and Organization's goals;
- Performs any other related duties that may be assigned from time to time by the Principal Director, Aquaculture Division.

Required Knowledge, Skills and Competencies

Core:

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

Technical:

- Sound knowledge of the Fisheries Act and related regulations and guidelines
- Sound knowledge of the policies and procedures of the National Fisheries Authority
- Excellent knowledge of Aquaculture production techniques and systems
- Sound knowledge of fish farm management practices
- Working knowledge of motorboats operations
- Ability to swim

Minimum Required Qualification and Experience

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

OR

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

Special Conditions Associated with the Job

- Exposed to medium stress and required to respond to challenges at very short notice;
- Constant exposure to salt, wind and sun;
- Working long hours in water or at sea;
- May encounter predatory aquatic animals;

- Occasional lifting of heavy objects;
- Moderate travelling islandwide;
- Exposed to working in volatile communities;
- Moderate overseas travel
- Exposure to harmful chemicals

6. Chief Compliance Officers (Level 8) - (2 posts)

Job Purpose

Under the general direction of the Senior Director, Fisheries Compliance Branch, the Chief Compliance Officer (Level 8), is directly responsible for the development, planning and execution of the Authority's Fisheries compliance and enforcement activities.

Key Responsibilities

- Develops, co-ordinates and implements the work programme of the Authority;
- Ensures compliance of fishers with the National Fisheries laws and policies;
- Ensures compliance with regional and international agreements including management recommendations issued the International Commission on the Conservation of Atlantic Tunas (ICCAT);
- Supervises subordinate staff who conducts sea patrols; inspections of fish lading sites; fishing vessels and transshipment ports and vessels, for compliance with Fisheries legislation and policies and other Fisheries Management arrangements;
- Conducts and supervises investigations with respect to breaches in Fisheries legislations and policies;
- Attends Court proceedings on behalf of the Authority on matters related to compliance with Fisheries laws and regulations;
- Develops relevant databases and co-ordinated data collection and entry activities and ensuring quality control of the data;
- Disseminates information and provide technical assistance to fishers, fishing associations, law enforcement officers, attorneys-at-law and members of the public on Fisheries law and regulations;
- Contributes to the review of draft legislation and policies of the Authority and external Agencies;
- Develops reports on Unit performance, achievements, expenditure of funds and budgetary requirements;
- Relates to Human Resource matters, employment contracts, performance evaluation and monthly salary payments;
- Collaborates with other Division within the Ministry and with external agencies with respect to Authority/Jurisdiction for monitoring, surveillance and enforcement activities as well as other matters in the fishing industry and maritime affairs;
- Provides support and information to other Law Enforcement Agencies, namely the JDF Coast Guard and Marine Police, for investigations and court matters;
- Liaises in Fisheries Authority operational for:
 - ✓ JDF Coast Guard and Marine Police in relation to request for information of fishers and fishing vessels
 - ✓ Matters relating to the arrest of crew, or detention of fishing vessels
 - ✓ Participate in conferences and meetings both locally and abroad on matters related to Fisheries Monitoring, Surveillance and Enforcement as well as other matters in the Fishing Industry and maritime affairs
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal skill
- Excellent oral and written communication skills
- High level of integrity
- High level of initiative
- Teamwork and co-operation skills
- High level of customer and quality focus skills
- Good planning and organizing skills
- Good leadership and people management skills

Technical:

- Knowledge of relevant laws such as the Wildlife Protection Act and the EEZ Act, Fishing Industry Act and its Regulations

- Knowledge of the operations of Government/Agency's policies and procedures
- Ability to identify new business opportunities for specific target groups
- Ability to deliver tailored systems and processes to facilitate achievement of KPI's
- Good problem-solving and conflict management skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Master of Science in Zoology and at least three (3) years' experience in Fisheries compliance operations.

OR

- Bachelor of Science Degree in Zoology and at least six (6) years' experience in Fisheries compliance operations.

OR

- Commissioned Naval Officer of the JDF with at least ten (10) years' experience in Maritime and Fisheries compliance operations.

Special Training:

- Diploma in Business Management from Association for Business Executives.
- Certificate in Project Management.

Special Conditions Associated with the Job:

- Subject to potential risk and threats to life due to legislative responsibilities including enforcement related activities;
- Subject to potential risks of reprisal from drug dealers as responsibility involves frequent communication and provision of personal information of person(s) suspected to be involved in narcotics;
- Position involves extensive field work (fishing beaches, fish landing sites and aquaculture farms island wide) including travelling at sea to offshore areas such as the Pedro and Morant Cays;
- Enter boat engaged in fishing in contravention of the provisions of this Act, or that which he reasonably suspects to be so engaged and, for that purpose, may require that the boat be placed in such position as he may direct;
- Sometimes working in aquatic environments;
- Sometimes long period in the field;
- Reasonable amount of travelling island wide;
- Outdoor work in bad weather can be physically demanding so employers look for resilience, self-motivation and genuine enthusiasm. Candidates should be confident working independently and in teams;
- Might be required on occasions to work on weekends and holidays.

7. Manager Project Development, Monitoring and Evaluation (Level 8)

Job Purpose

Under the general direction of the Chief Executive Officer, the Manager, Project Development, Monitoring and Evaluation (Level 8), exercises direction for the management, co-ordination, execution, control and completion of projects throughout all stages of the project cycle, ensuring consistency with the fiduciary requirements of donor agencies and Government's commitments, objectives and goals.

The Manager, Project Development, Monitoring and Evaluation is expected to provide daily guidance, active support and oversight to several projects and relates to internal Directors and Managers, representatives of local and international agencies, NGO's and the Private and Public Sectors to develop and implement project initiatives.

The incumbent formulates a project planning, development and monitoring framework with effective policies and policy guidelines, developing project proposals, technical assistance and Budget specialization documents for assigned projects. Reports are submitted to the CEO on implementation progress, providing feedback to inform future development and implementation of the project management programme.

Key Responsibilities

Management/Administrative:

- Administers the Annual Project Budget/Resources to meet disbursement targets in each financial year;

- Arranges and approves technical and professional consultancies and reviews reports;
- Develops in collaboration with the CEO, targets, objectives, activities, systems and procedures for effective management;
- Writes Corporate, Operational, Work Plans and Budgets for the Project Unit;
- Develops work schedules, programmes, work activities and recommends improved methods and changes as required;
- Chairs various Management and Co-ordinating Committees for the design and planning and management of activities for various projects and consultancies;
- Implements strategies for conflict resolution and good time management and ensures that projects are adequately staffed for efficiency and effectiveness.

Technical/Professional:

- Prioritizes, schedules and leads project preparation activities and provides the leadership, strategic direction and overall vision in guiding a specialist team;
- Evaluates and recommends funding for project proposals using the Sector objectives and measurable targets to assess eligibility and development impact;
- Analyzes the objectives and projected cost/benefits of projects and ensures that they satisfy the Mandate and Policies of the Organization.
- Collaborates in the preparation of the Capital Budget to ensure adequacy of funds to carry out externally funded Budgets;
- Provides technical guidance to Project Teams and co-ordinates and oversees the activities of project personnel and all stages of the project cycle;
- Monitors, tracks and evaluates project performance to ensure timely deliverables towards meeting long and short-term goals;
- Develops and directs the Authority's Maintenance Programmes for beaches;
- Reviews and approves project proposals, reports, studies, appraisals, operational manuals and technical documents for the projects;
- Facilitates stakeholders' consultations on project and consultancy issues;
- Participates in the development and implementation of an Internal Audit Plan, reviews audit and other special reports and formulates remedial action to address gaps identified;
- Establishes thresholds for procurement and financial management and develops appropriate project instruments to assess the achievement/impact on stated targets;
- Exercises responsibility for the co-ordination and administration of the activities relating to the various projects, reports on their operations and provides assistance and guidance to the CEO;
- Makes recommendations to the CEO for termination of contracts;
- Collaborates with the CEO and contracts, as required, relevant skills, goods and services to carry out project activities and achieve the stated project outcomes;
- Advises the CEO on the implementation status of projects and writes submissions and briefs to support policy changes required for the achievement of project goals and objectives;
- Develops partnerships and linkages with various stakeholders and representatives of international, public and private agencies to facilitate successful outcomes;
- Ensures compliance with the legal, financial, procurement and technical requirements for projects and consultancies supervised and oversees the preparation of the required financial and technical statements, reports and responses to queries relating to audits of the programmes and projects in accordance with stated agreements and regulations;
- Represents the Authority at conferences, seminars and meetings, chairs and/or provides professional support to various committees and workshops and presents papers and makes submissions and presentations as required;
- Convenes Project Review Meetings to facilitate target setting against objectives, timely reporting, preparation and coordination of reports for various stakeholders;
- Writes and submits memoranda of understanding, contracts, Financing Agreements and Service Level Agreements and other documents related to the project activities for local, regional, international and donor Agencies;
- Negotiates and liaises with international and local funding and executing agencies and representatives from the Ministry of Finance and the Public Service, the Cabinet Office, the Planning Institute of Jamaica, the Auditor General's Department and other Agencies to provide and obtain information and advice;
- Co-ordinates and develops comprehensive final reports and oversees all end of project arrangements.

Human Resource Management:

- Provides leadership to staff through effective objectives setting, communication, training, mentoring, coaching and motivation;
- Defines areas of responsibility and authority and establishes performance standards to improve operations and increase productivity;
- Assigns work, determines priorities and advises on methodology and work procedures;
- Conducts performance evaluation meetings and interviews and completes Staff Appraisal Reports;

- Participates in the recruitment of staff, supervises team members and makes recommendations on promotion, disciplinary action and leave in keeping with Human Resources practices, policies and guidelines;
- Ensures the Project Management Team is knowledgeable and aware of critical policies, policy guidelines, procedures and regulations;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent organizing skills
- Excellent leadership and management skills
- Excellent customer relations, negotiating and people management skills
- Strong financial and analytical skills
- Strong networking and partnering skills
- Strong research, report writing and presentation skills
- Strong time management skills
- Risk management skills
- Sound personal and professional integrity
- Ability to elicit co-operation and adapt and respond to changes in priority and environment
- Ability to plan and organize effectively in a complex environment
- Ability to build and maintain strong linkages with stakeholders in other Government, private, regional and international Agencies
- Strong Human Resources skills

Technical:

- Sound knowledge of the Fisheries Act 2018 and related regulations and guidelines
- Sound knowledge of the policies and procedures of the National Fisheries Authority
- Sound knowledge of public sector laws, rules and guidelines and of the Ministry's policies and procedures
- Excellent knowledge of Project Management/Implementation, project financing, Government accounting, auditing and general financial procedures
- Sound knowledge of Government procurement and contract procedures
- Excellent knowledge of project appraisal, development funding, implementation procedures and funding agency protocols
- Ability to lead and manage negotiations with international donor Agencies, work with tight deadlines and deliver exceptional results

Minimum Required Qualification and Experience

- Master's Degree in Social or Natural Sciences or a related discipline;
- Training in Project Management;
- Three (3) years' experience in a comparable working environment.

OR

- Bachelor's Degree in Social or Natural Sciences or a related discipline;
- Post graduate certification in Project Management;
- Three (3) years' experience in a comparable working environment.

Special Conditions Associated with the Job

- Moderate exposure to harsh environmental conditions;
- May be exposed to challenges and crises which require response at short notice;
- Required to travel island wide, including travel to remote locations.

8. Senior Compliance Officers (Level 7) - (5 posts)

Job Purpose

Under the direction of the Senior Director, Compliance (Level 9), the Senior Compliance Officer (Level 7) exercises responsibility within his/her assigned geographical zone, for a range of compliance, enforcement and related activities and procedures. The Officer also provides advice and guidance on adherence to the Fisheries Act 2018 and various fisheries related regulations, agreements and conventions.

The incumbent is also responsible to conduct compliance inspections, investigations and reviews to ensure the conservation, protection and effective management of the Natural Fisheries Resources

and to facilitate sustained Fisheries exploration; and to develop initiatives and programmes to maximize fullest potential of the Fisheries Sector.

Key Responsibilities

Management/Administrative:

- Participates in the formulation and review of compliance standards and processes;
- Monitors the implementation of policies, programmes and projects in the assigned geographical zone and assures that work is carried out within the agreed targets and budgetary provisions;
- Drafts compliance procedures, recommends changes to standards, procedures, Work Plans and guidelines to achieve desired results;
- Provides guidance and advice to staff supervised and to internal and external stakeholders;
- Organizes data collection and entries to ensure quality control of data.

Technical/Professional:

- Conducts compliance inspections, investigations, reviews, assesses and patrols to ensure compliance with the Fisheries Act 2018 and various fisheries related regulations and makes recommendations or takes necessary action;
- Undertakes preparatory plans and activities for various compliance and enforcement exercises and takes the necessary action to ensure safety, security and proper use of physical resources;
- Liaises and co-ordinates with representatives of other Agencies involved in Compliance and Enforcement Programmes for example the Jamaica Constabulary Force and the Jamaica Defence Force and supports the development of a culture of compliance;
- Institutes controls and documents procedures;
- Examines the licences of anglers and fishers for conformity to legislation and necessary recommendations and makes the necessary recommendations or takes required action;
- Undertakes the catching, measuring, examination of fish, assess their health and releases fish as required;
- Conducts work on streams and riverbanks to improve and strengthen habitats;
- Provides advice about the location of fish stock and develops initiatives to strengthen culture Fisheries;
- Responds to general enquiries and complaints from the public and implements procedural changes to improve operational efficiency with respect to work in his/her assigned zone;
- Collects, compiles and analyses data and information on compliance issues and submits to inform management decisions;
- Records and disseminates information;
- Updates professional and technical knowledge by attending educational workshops and seminars and participates in the development and conduct of training programmes and workshops;
- Prepares evidence and statements for prosecution of cases and gives expert evidence at Court Hearings and proceedings;
- Participates in the conduct of studies, surveys and interviews to inform plans, programmes and policies for the Branch and compiles data to analyse compliance issues;
- Writes a variety of reports, briefs, notes and documents for submission to the Compliance Manager.

Human Resource Management:

- Allocates and schedules work, develops Work Plans, performance targets and monitors and evaluates work for adherence to standards and procedures;
- Supervises, motivates, appraises and trains staff;
- Provides leadership, training and guidance to direct reports and ensures that the needs of staff are identified and addressed;
- Participates in the Orientation Programme for staff;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotions, termination and leave in accordance with the established Human Resource policies and procedures;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals
- Performs other related duties that may be assigned by the CEO from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent presentation skills
- Excellent team building, leadership and management skills
- Excellent influencing and people management skills

- Good planning and organizing skills
- Good interpersonal skills
- Good customer relations and quality focus skills
- Excellent analytical thinking skills
- Ability to negotiate, think strategically and solve complex problems
- Ability to analyze and interpret information for decision-making
- Ability to act quickly, decisively and effectively in high pressure situations

Technical:

- Good knowledge of the Fisheries Act 2018
- Sound knowledge of the policies and procedures of the National Fisheries Authority
- Good knowledge of the Public Sector laws, rules and guidelines
- Sound knowledge of compliance and enforcements strategies and techniques
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelors' Degree in Marine Biology/Life Sciences, Natural Sciences or equivalent qualifications;
- Training in compliance and enforcement strategies and techniques;
- Two (2) years related experience in a comparable working environment.

Special Condition Associated with the Job

- Position involves extensive fieldwork including visiting fishing beaches, fish landing sites and aquaculture farms island wide;
- Required to travel locally and overseas for short periods;
- May occasionally be exposed to situations where personal safety and security may be at risk;
- May occasionally be required to work on weekends;
- Exposure to hostile clientele and working in volatile communities.

9. Outstation and Special Projects Accountant (Level 5)

Job Purpose

Under the direction of the Director, Finance and Accounts Division (Level 9), the Outstations and Special Projects Accountant (Level 5), is responsible for the accounting transactions relating to specific projects. Accordingly, the incumbent undertakes feasibility analyses, monitors project expenses, deliverables and timelines, maintains project accounting records/databases and ensures that project guidelines are complied with.

The incumbent also accounts for all funds received at Sub-Stations on behalf of the National Fisheries Authority. He/she liaises directly with the Records Officer/Cashier at Sub-Stations regarding the collection of revenue from fuel sales and the issuing of licenses and permits to fishers and vessel owners.

Key Responsibilities

Technical/Professional:

- Communicates directly with Contractors, Project Sponsors and Project Team Members;
- Communicates directly with Outstations' Records Officers;
- Represents the Authority at Project Team Meetings and other project related fora;
- Prepares Financial Governance Document for distribution to Project Teams;
- Prepares/obtains feasibility analysis for all projects before submission for approval by the Project Manager;
- Prepares/obtains Budgets and detailed schedules for all projects and Outstations;
- Monitors project expenses, deliverables and timelines, compare with budget/schedule, investigate and produce variance report;
- Maintains project accounts data in the Accounting Information System;
- Maintains Outstations accounts data in the Accounting Information System;
- Ensures that submitted invoices are accurate and settled promptly;
- Ensures that project guidelines are complied with;
- Reviews contracts and subcontracts to ensure terms and conditions are consistent with requirements of project sponsors and GOJ;
- Liaises with Project Managers and project sponsors on issues relating to project costing, project accounting etc.;

- Maintains project-related records, including contracts and changed orders;
- Monitors, tracks and records all expenses relating to each project and Outstations;
- Reviews and approves all invoices submitted for payments;
- Compiles information for internal and external Auditors as required;
- Enforces the timely submission of necessary information from Project Managers and Outstations Records Officers;
- Highlights project areas with opportunities for improvement and assists in the implementation of corrective action;
- Manages all project accounting data-bases to ensure timely updates, security and control;
- Closes out project accounts upon project completion;
- Performs other related duties assigned from time to time by the Director of the Finance and Accounts Division.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem-solving skills
- Good leadership skills
- Good interpersonal and influencing skills
- Good customer relations and quality focus skills
- Good planning and organizing skills
- Good teamwork and cooperation skills

Technical:

- Knowledge of the GOJ Financial Administration and Audit (FAA) Act
- Knowledge of Government Procurement Policies and Guidelines
- Sound knowledge of general accounting principles and practices
- Strong numeric and analytical skills
- Good knowledge of the Authority's Policies, Practices and Procedures
- Competence in the use of spreadsheets and computerized accounting systems
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Associate Degree in Accounts/Finance/Business Administration;
- Completion of the revised Certificate in Government Accounting;
- Three (3) years related accounting experience.

OR

- Diploma in Accounts/Finance/Business Administration;
- Completion of the revised Certificate in Government Accounting;
- Four (4) years' experience in a comparable work environment.

Special Conditions Associated with the Job

- Island wide traveling;
- Exposure to adverse conditions on construction site/ship/boat/water.

10. Administrative Support Officer (Level 4)

Job Purpose

Under the direction of the Senior Director, Corporate Services, the Administrative Support Officer is responsible for the provision of general administrative and secretarial support for the Corporate Services Division and for the planning and co-ordination of internal and other meetings, conferences, workshops and seminars, relating to the range of functions under the Senior Director's purview.

There is the requirement to prepare relevant documents and correspondence and to ensure the efficient flow of information between the office and internal as well as external clients and stakeholders.

Key Responsibilities

- Provides administrative support to the Senior Director, Corporate Services and assists with attendant services and activities;

- Provides secretarial and administrative support to internal and external meetings which includes drafting agenda, recording and transcribing Minutes and circulating documents for meetings, seminars and conferences;
- Co-ordinates the compilation of Monthly and Quarterly Reports for staff in the Division for submission to the Director;
- Collates Performance Monitoring Reports for key programmes and projects;
- Issues reminders for various reports and ensures their submission within the required timeframe;
- Documents procedures and processes for Director to facilitate long term knowledge transfer;
- Produces surveys, questionnaires, Field Reports and circulates as required;
- Assists in the preparation of Divisional Reports, Corporate, Operational and Strategic Plans and Budgets;
- Attends, as required meetings, workshops, reviews, retreats and conferences on or off site;
- Participates in events planning, meetings, takes, prepares and distributes Minutes of meetings;
- Provides administrative support for the Committees and Division generally;
- Prepares/completes and compiles appropriate meeting documents and ensures follow through with post meeting actions and decisions;
- Researches information on travel routes and makes recommendations for travel arrangements for staff;
- Liaises with the Ministry of Foreign Affairs and Foreign Trade regarding passports, visas and travel arrangements;
- Makes reservations and secures airline tickets and hotel reservations;
- Arranges for the processing of foreign exchange;
- Liaises with service providers to request bills and maintains data base of payments;
- Provides a high level of Customer Service to internal and external stakeholders;
- Assists with the co-ordination of accurate documentation required;
- Participates in the process of authenticating documents, affixing seal and stamping documents;
- Arranges and monitors the logistics for internal and external meetings;
- Co-ordinates responses to external requests for information;
- Reviews operating practices and implements improvements;
- Locates and compiles information and manipulates data and/or formats reports, graphs, tables, records;
- Prepares statistical data for charts, graphs, etc for inclusion in reports;
- Monitors and reports on the progress of tasks delegated;
- Maintains an effective Filing System within the Division to ensure easy retrieval of documents and files and ensures the security of manual and computerized confidential files and records;
- Organizes meetings of the various Committees relating to programmes and activities;
- Schedules and records appointments and manages the Appointments Calendar for the Director providing reminders when the dates are approaching;
- Receives incoming correspondence and documents and routes them to relevant officers;
- Conducts research, prepares and/or edits reports or other documents as directed;
- Maintains a record of all incoming and outgoing files and correspondence;
- Receives, screens and if necessary, re-directs telephone callers and visitors to the appropriate staff and logs all calls and messages;
- Maintains leave and Attendance Records for staff;
- Requests and maintains stationery and other office supplies for the office;
- Makes photocopies and sans documents as required;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good customer relations skills
- Good oral and written communications skills
- Good reporting skills
- Good research skills
- Good interpersonal skills
- Ability to effectively work in a team
- Ability to maintain integrity and confidentiality
- Ability to transcribe material in a clear, accurate and acceptable manner
- Ability to analyse and organize data, reports and other documents
- Initiative, tact and diplomacy
- Ability to manage internal and external relationships

Technical:

- Knowledge of the policies, programmes and regulations of the NFA

- Knowledge of Staff Orders and the Public Service Regulations
- Excellent knowledge of administrative and secretarial practices
- Knowledge of GOJ's policies and procedures on overseas travel
- Understanding of GOJ's procurement policies and procedures
- Understanding of budget preparation and management
- Knowledge of records/file management
- Proficiency in shorthand, speedwriting and typewriting
- Minutes and report writing skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Associate Degree in Public Administration or Business Administration or Management Studies;
- Graduation from an accredited School of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at the speed of 100-120 words per minute;
- Training in the use of a variety of software applications;
- Three (3) years related experience in a comparable working environment.

OR

- Diploma in Public Administration or Business Administration or Management Studies;
- Graduation from an accredited School of Secretariat Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at 100-120 words per minute;
- Training in the use of a variety of software applications;
- Five (5) years' experience in a comparable working environment.

Special Conditions Associated with the Job

- May be required to work for extended hours to finalize assignments;
- May be required to travel locally for work programmes e.g. field visits.

11. Payroll Officer (Level 4)

Job Purpose

Under the direct supervision of the Manager, Payments and Payroll the Payroll Officer is responsible for processing monthly and fortnightly payroll transactions, ensuring that all payments are accurate, on time and paid in accordance with compensation policies, guidelines and circulars as well as relevant laws (Income Tax, NIS, NHT, and HEART). The incumbent ensures that appropriate and accurate information is provided to management, employees and other stakeholders.

In addition the Payroll Officer is required to assist the Authority's employees with any questions they may have about their salaries and deductions and liaises with the Human Resource Branch to resolve payroll discrepancies. The incumbent is also responsible for deducting and remitting relevant taxes and statutory payments and for preparing Monthly, Quarterly and Year-end Payroll Statements.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Branch's Strategic and Operational Plans and Budget;
- Provides leadership for the payroll activities of the Authority;
- Reviews work assignments of subordinate staff for adherence to financial management policies, procedures, guidelines and regulations;
- Prepares Monthly, Quarterly and Annual Payroll Reports for submission to the Director through the Manager, Payments and Payroll.

Technical/Professional:

- Ensures timely and accurate preparation of payroll and disbursement of salaries in accordance with the compensation policies, guidelines and circulars issued by the Ministry of Finance and the Public Service from time to time;
- Establishes and maintains Employee Payroll Records; ensures that employee changes are entered correctly and made on a timely basis; reviews changes for proper authorization and adherence to established guidelines;
- Reviews, investigates and responds to payroll related enquiries from employees, liaises with management and the Human Resources Branch for clarification in order to resolve discrepancies;

- Receives Personnel Advice, interprets employment agreements and contracts as well as awards in relation to acting, special allowances, overtime, honorarium, duty allowance and similar payments and makes the necessary calculations;
- Calculates and makes employment termination payments; processes salary increases and calculates retroactive payments;
- Prepares Payroll Payments; Checks Payroll for accuracy and ensures that NHT, NIS, P45's are correct before they are sent out to the relevant authority;
- Certifies the accuracy of Payroll Payment Vouchers;
- Maintains Payroll Files and Records, including regular filing of correspondence and forms;
- Assists the Manager, Payments and Payroll with reconciling the payroll related General Ledger accounts and with month end consolidation
- Participates with the Manager, Payments and Payroll and the HR office in preparing the annual staff establishment Budget;
- Provides accurate and timely payroll information and reports to Senior Managers as needed;
- Liaises with the Bank to schedule disbursement of salaries and travelling directly to employees accounts;
- Distributes salary advice statements to employees and gathers signed receipts;
- Makes recommendations for improving the efficiency of the payroll process

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and or initiates corrective action where necessary to improve performance;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of direct reports are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Performs any other related duties that may be assigned from time to time by the Manager, Payments and Payroll.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good analytical, problem solving and judgment skills
- Good customer relations skills
- Good interpersonal skills
- Good planning and organizing skills
- Ability to maintain confidentiality and exercise discretion

Technical:

- Excellent Knowledge of the policies, procedures and guidelines for payroll, taxation and compensation
- Excellent knowledge of Government Accounting, policies and procedures
- Good knowledge of the stipulations of the FAA Act
- High degree of accuracy and attention to detail
- Excellent numeric skills
- Working knowledge of the Fisheries Act and Regulations
- Working knowledge of the Authority's Policies, Practices and Procedures
- Working knowledge of Labour Laws and the Jamaican Income Tax Act
- Proficiency in the use of relevant accounting software

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.

Special Conditions Associated with the Job

- Regularly spends long hours sitting and using office equipment and computers;
- Regularly spends long hours in intense concentration reviewing and entering financial information into a computer.

12. Budget Officers (Level 4)

Job Purpose

Under the direction of the Senior Management Accountant, the Budget Officer (Capital Projects) – Level 4, is responsible for assisting with the operation of an effective Cash Management and Budgeting System for the Authority. Accordingly, the incumbent undertakes daily Cash Flow Management activities, including analysis of the cash flow and makes recommendations for the implementation of Cash Flow strategies. The Management Accountant/Budget Officer also compiles the raft Budget and assists with the monitoring of the Capital Budget implementation.

In addition, the incumbent assists the Senior Management Accountant with the management of all banking relationships; conducts financial, statistical, and analytical studies; prepares and assists in the preparation of Financial Reports and Statements and assists in the preparation of the Authority's Budget.

Key Responsibilities

Technical/Professional:

- Assesses and advises management of the likely impact of problems such as late disbursements and inadequate Cash Flows;
- Suggests measures to mitigate the negative impact of changes in these macro-economic variables;
- Evaluates cost efficiencies for the Authority's Capital Budget;
- Suggests suitable amendments to Capital Project Budget;
- Prepares a Monthly Statement of projected Cash Flows;
- Participates in financial planning and procurement decisions;
- Evaluates the need for requesting disbursement of additional funds;
- Prepares Short, Medium and Long-term financial forecasts;
- Prepares annual updates of Medium-term Financing Plan;
- Reviews financial performance each month and prepares Monthly Variance Report;
- Makes use of spreadsheets and different statistical software in order to analyse financial results and track Key Performance Indicators;
- Monitors changes in macro-economic variables such as; interest rates, inflation rates, exchange rates, fuel prices, etc and reports on the likely impact of these changes on projects, plans, programmes and financial projections of the Authority;
- Liaises with other Division/Branch/Unit Heads to compile, analyse, summarize and present the Authority's Annual Capital Budget;
- Reviews Budget Submissions from Divisional Heads for completeness, accuracy and reasonableness Provides advice and assists in performing cost benefit analysis for proposed projects;
- Assists in the determination of expenditure priorities;
- Prepares Monthly Report of actual expenditure vs budgeted amounts. Advises management on and participates in the implementation of measures aimed at correcting adverse variances;
- Performs any other related duties that may be assigned from time to time by the Senior Management Accountant.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer relations skills
- Good problem-solving skills
- Good analytical and judgment skills
- Good interpersonal skills
- Good team building skills

Technical:

- Sound knowledge of the GOJ Financial Administration and Audit Act. (FAA), the Public Bodies Management and Accountability Act and other relevant Acts, Regulations and Guidelines
- Sound knowledge of general accounting principles and practices
- Sound numeric skills
- Good knowledge of the Authority's policies and procedures and the Fisheries Act 2018
- Proficiency in the use of relevant accounting software and Microsoft Office (Excel, Power-point, Word)

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

- Periodically required to work beyond normal working hours, e.g. Budget preparation period;
- Occasional island wide traveling.

13. Compliance Officers (Level 3) - (20 posts)

Job Purpose

Under the supervision of the Senior Compliance Officer, the incumbent provides assistance with the conduct, monitoring and reporting of compliance, enforcement and related programmes, projects and activities to facilitate adherence to the Fisheries Act 2018, related legislation and regulations.

The post also provides general support for the protection and conservation of the delicate ecosystem from coastal to inland areas including riverine systems. Additionally, there is the requirement to establish and maintain linkages between the fishing community and the Authority.

Key Responsibilities

Technical/Professional:

- Conducts sea patrols, inspections and investigations as required;
- Conducts examination of beach patrols and fishing vessels, processing facilities, hotels, and restaurants;
- Monitors fishing activities, rivers, watersheds and coastal areas for illegal waste and compliance with Fisheries, environmental and health and safety laws;
- Undertakes inspections of processing facilities, hotels, restaurants or boats during closed seasons;
- Inspects gears and fishing boats to ensure compliance with licensing and registration;
- Undertakes seizures of equipment, gear or fish species found in contravention of the Fisheries laws;
- Apprehends perpetrators who use illegal fishing practices or gears;
- Attends Court proceedings on behalf of the Authority;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong oral and written communication skills
- Good people management and interpersonal skills
- Good time management and organizing skills
- Ability to act strategically, quickly and decisively
- Tact and diplomacy
- Integrity, honesty, confidentiality

Technical:

- Knowledge of the Fisheries Act 2018 and related legislation, policies and guidelines
- Knowledge of national, regional and international fisheries laws and protocols
- Knowledge of public sector laws and regulations
- Knowledge of compliance and enforcement strategies and techniques

Minimum Required Qualification and Experience

- Associate Degree in Natural/Social Sciences or a related field.
- OR**
- Diploma in Natural/Social Sciences or a related field;
- Two (2) years' experience in a comparable working environment.

Special Conditions Associated with the Job

- Position involves extensive fieldwork including visiting fishing beaches, fish landing sites and aquaculture farms, island wide;
- May occasionally be exposed to situations where personal safety and security may be at risk;
- May occasionally be required to work on weekends;
- Exposure to hostile clientele and working in volatile communities.

14. Bank Reconciliation Officer (Level 3)

Job Purpose

Under the direction of the Manager, Final Accounts and Reporting, the Bank Reconciliation Officer is responsible for the management and control of activities on the bank accounts of the Authority. The incumbent performs verification and reconciliation of accounts, identifies irregularities and variances and undertakes the required activities to ensure speedy resolution.

Key Responsibilities

Technical/Professional:

- Undertakes reconciliation of the Authority's salary and recurrent accounts in accordance with established Government accounting policies and guidelines;
- Ensures that the Bank Statements and Cashed Cheques are collected from the bank;
- Ensures that cheques are properly checked against the Bank Statements to determine if there are any discrepancies;
- Advises the bank of errors in respect of items on the Bank Statement and follows up with bank until errors are corrected;
- Ensures that Bank Statements are properly posted to the system;
- Examines Reconciliation Summary and Details and identifies any errors found;
- Reports any losses, irregularities and/or variances identified during the preparation of the reconciliations;
- Takes the necessary steps to correct variances, resolve irregularities and to ensure that the reconciliation is balanced and free from error;
- Ensures the creation of journals to correct issues identified during the completion of the previous month's reconciliations;
- Refers bank charges, debit advices, credit advices, stale cheques etc. to Accounting Clerk to facilitate the preparation of journals;
- Submits completed Bank Reconciliation Statements to the Final Accounts and Reporting Manager;
- Assists in securing the Accounting and Financial Records of the Authority by maintaining appropriate files, reports, documentation and data;
- Assists with the Reconciliation of various balance sheet accounts and prepares Working Papers and Final Statements for year-end audits;
- Contributes to the Authority's monthly Financial Reports and Annual Financial Statements;
- Provides support as required to the Final Accounts and Reporting Manager on a range of final accounting and reporting activities;
- 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 analytical, problem-solving and judgment skills
- Good customer relations skills
- Good interpersonal skills
- Good planning and organizing skills

Technical:

- Excellent knowledge of Government Accounting, policies and procedures
- Good knowledge of the stipulations of the FAA Act

- Good knowledge of the Authority's Policies, Practices and Procedures
- Excellent numeric skills
- Working knowledge of the Fisheries Act
- Proficiency in the use of relevant accounting computer application

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.

Special Conditions Associated with the Job

- Regularly spends long hours sitting and using office equipment and computers;
- Regularly spends long hours in intense concentration reviewing and entering financial information into a computer.

15. Data Collection Officer (Level 3)

Job Purpose

Under the general direction of the Statistician/Data Manager (Level 8), the Data Collection Officer (Level 3), is responsible for the collection and recording of all Fishery Socio-economic data in defined fisheries extension areas island-wide.

Key Responsibilities

Technical/Professional:

- Collates and records fishing information relevant to the Authority from fishing organization, fishermen and other allied bodies;
- Undertakes field visits to ascertain the level of domestic marine and aquatic production in specified area and records findings for review at meetings;
- Records on a regular basis Fisheries Statistic to determine volume of fish, size of crew manning boats and fishing vessels, prices per type of fish;
- Engages in fishing experiments for measuring yield by attending and engaging in production weighing/measuring exercises and records results;
- Collects data for special Fisheries surveys and censuses;
- Monitors the performance of aquaculture farms by identifying the area in which data is required, selects the farms from which data will be gathered and ensures full co-operation from owner/operator;
- Ensures accurate recording of climatic and ecological factors which influence production yields and incidence of pests and disease infestation;
- 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
- Teamwork and co-operation
- Customer relations and quality focus skills
- Good interpersonal skills
- Good problem-solving skills
- Integrity

Technical:

- Knowledge of the operations of Government/Authority's policies and procedures
- Proficient in the relevant computer application
- Research skills

Minimum Required Qualification and Experience

- Four (4) GCE/CXC 'O' Levels including English Language and Mathematics and preferably Agriculture Science or some other natural science subject;
- Three (3) years' experience in techniques of Data Collection and Statistics.

Special Conditions Associated with the Job

- The job entails collecting data in assigned regions which entails travelling over rough terrain, poor roads and encountering hostile individuals;
- Position involves extensive field work (fishing breaches, fish landing sites island wide) including travelling at sea to offshore areas such as the Pedro and Morant Cays;
- 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);
- 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. They include: sea-sickness.

16. Payroll Clerk (Level 3)

Job Purpose

Under the supervision of the Payroll Officer (Level 4), the Payroll Clerk (Level 3) is responsible for assisting with the accurate and timely production of the Monthly, Fortnightly and Weekly payroll. There is a requirement to ensure that salaries are paid in accordance with the approved salary scales, and that computations are consistent with the provisions of all relevant acts (Income Tax, NIS, NHT, and HEART).

Key Responsibilities

- Compiles Payroll Data and enters data into Payroll System, computes and posts wages;
- Reviews wages computed and corrects errors to ensure accuracy of payroll system output;
- Completes electronic transfer;
- Prepares periodic reports of earnings, taxes, and other deductions;
- Prepares personal and statutory deductions for filing;
- Advises members of staff of the implication of changes in Income Tax and other statutory provisions;
- Maintains Employee Records and Salary Control Register for all employees;
- Updates the Payroll Database to reflect; separations, new employment, promotions, salary changes, etc.;
- Maintains Statutory Deduction Cards and prepares Annual Returns for various Agencies;
- Maintains Payroll Data, files and records in written and electronic formats for the purpose of providing an up-to-date reference and to allow for audit trail;
- Reconciles pay list total with Salaries Control Register;
- Ensures that the correct salary, allowances, increments and authorized deductions are prepared by the due date;
- Identifies and suggests procedure changes that may improve payroll process;
- Ensures adherence to quality control procedures;
- Performs any other related duties, which may be assigned from time to time by the Manager, Payments and Payroll.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good customer relations skills
- Good interpersonal skills
- Excellent teamwork and co-operation skills
- Ability to maintain confidentiality and exercise discretion

Technical:

- Good knowledge of basic accounting principles and practices
- Basic Knowledge of the policies, procedures and guidelines for payroll, taxation and compensation

- Basic knowledge of Government Accounting Procedures and the Financial Administration and Audit Act
- Working knowledge of the Fisheries Act and Regulations
- Working knowledge of the Authority's Policies, Practices and Procedures
- Working knowledge of Labour Laws and the Jamaican Income Tax Act
- Proficiency in the use of the relevant computerized Payroll System
- High degree of accuracy and attention to detail
- Good numeric skills

Minimum Required Qualification and Experience

- Secondary Certificate with passes in a minimum of four (4) CXC/GCE O'Level subjects including Mathematics or Accounts and English;
- Completion of relevant training at MIND;
- One year's (1) experience in a comparable working environment.

Special Conditions Associated with the Job

- Sits for long hours using office equipment and entering financial information into a computer.

17. Accounts Clerk (Level 2) - (2 posts)

Job Purpose

Under the supervision of the Manager, Final Accounts and Reporting (Level 8), the Account Clerk (Level 2), assists in maintaining, balancing, reconciling and closing accounts. The incumbent participates in monitoring advances and deposits, preparing Journal Vouchers and in carrying out recording procedures in compliance with the Financial Administration and Audit (FAA) Act.

Key Responsibilities

Technical/Professional:

- Maintains Final Accounting Records in accordance with the requirements of the FAA Act;
- Receives bank charges, debit advices, credit advices, stale cheques etc. to facilitate the preparation of journals;
- Prepares Adjustment Vouchers, as directed;
- Assists in checking Bank Statements against cheques to determine if there are any discrepancies;
- Posts Bank Statements to the system;
- Enters Payment Vouchers, journal entries, receipts and lodgments on the FMIS;
- Posts Journal Vouchers for salary, advance clearance and other adjustments;
- Assists in bringing to book all monies received by the Cashier;
- Summarizes transactions, prepares Control Sheets and Trial Balances
- Abstracts information from the accounts, as directed, and provides this to management to assist in determining the financial position of the Authority;
- Assists in preparing monthly activity and other reports;
- Assists in preparing Annual Financial Reports and Statements;
- Provides information required for the preparation of responses to audit queries;
- Performs any other related duties, which may be assigned from time to time by the Manager, Final Accounts and Reporting.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good inter-personal and skills
- Good customer relations skills
- Ability to work in teams
- Good use of initiative
- Good problem-solving skills

Technical:

- Good knowledge of the Government/Ministry's policies and procedures
- Good knowledge of Government Accounting
- Good knowledge of general accounting principles
- Good numeric skills

- Proficient in the use of spreadsheets and computerized accounting systems

Minimum Required Qualification and Experience

- Four (4) subjects at the CXC/GCE O'Level General Proficiency including Mathematics or Accounts and English;
- Completion of relevant training at MIND;
- One year's (1) experience in a comparable working environment;

Special Condition Associated with the Job

- Sits for long hours using office equipment and entering financial information into a computer.

Applications accompanied by résumés should be submitted **no later than Monday, 6th February, 2023 to:**

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

Email: 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