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CIRCULAR No. 210
OSC Ref. C. 4858⁴⁴

10th May, 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. **Director, Commercial Services (Level 9) - Commercial Services Branch**, salary range \$5,597,715 - \$6,491,633 per annum.
2. **Business System Analyst (Level 7) - Corporate Services Directorate/Information, communication and Technology Branch**, salary range \$3,770,761 - \$4,372,927 per annum.
3. **Corporate Planner (Level 7) - Corporate Services Division**, salary range \$3,770,761 - \$4,372,927 per annum.
4. **Internal Auditor (Level 6) - Executive Office/Internal Audit Branch**, salary range \$3,094,839 - \$3,589,064 per annum.
5. **Manager Public Relations (Level 6) - Corporate Services Directorate/ Public Relations Unit**, salary range \$3,094,839 - \$3,589,064 per annum and any allowance(s) attached to the post.
6. **Systems Administrator (Level 5) - Corporate Services Division/information, Communication and Technology Branch**, salary range \$2,478,125 - \$2,873,865 per annum and any allowance(s) attached to the post.
7. **Outstations and Special Projects Accountant (Level 5) - Finance and Accounts Division**, salary range \$2,478,125 - \$2,873,865 per annum.
8. **IT Infrastructure Engineer (Level 5) - Corporate Services Division/Information, Communication, Technology Branch**, salary range \$2,478,125 - \$2,873,865 per annum.
9. **Paralegal Officer (Level 4) - Legal Services Branch**, salary range \$1,984,305 - \$2,301,185 per annum.
10. **Transport and Equipment Officer (Level 4) - Corporate Services Division/ Facilities, Property and Transport Branch**, salary range \$1,984,305 - \$2,301,185 per annum.
11. **Information and Documentation Officer (Level 4) - Corporate Services Directorate/ Administration and Office Services Branch**, salary range \$1,984,305 - \$2,301,185 per annum.
12. **Accounts Clerk (Level 2) - Finance and Accounts Division/Final Accounts and Reporting Branch**, salary range \$1,272,269 - \$1,475,442 per annum.

1. **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 effects 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;
- Develops 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 to include 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 recommend 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;

- Collaborations 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

- Good knowledge of the operations of Government/Knowledge of the 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
- Excellent time management skills
- High commercial acumen makers
- Ability to take initiative and apply sound judgment in analyzing and solving problems
- 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 in Business Administration/Management from a recognized institution;
 - At least 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.

2. Business System Analyst (Level 7)

Job Purpose

Under the direction of the Manager, Information, Communication Technology (Level 8), the Business System Analyst (Level 7) is responsible for the analysis, evaluation, development, testing, implementation and maintenance of information systems and related software and databases that support them. In addition, the incumbent will oversee the analysis of user needs and recommends software.

Key Responsibilities

Management /Administrative:

- Supports the ICT Manager in the smooth and efficient operation of the Branch through the management of daily operations of the Section;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Provides technical advice to the Chief Executive Officer, Senior Director of Corporate Services, other Directors and Managers and staff on matters relating to ICT;
- Facilitates the development of a robust and resilient ICT infrastructure through proper planning,

forecasting and adherence to international standards in design and implementation;

- Plans the development of a Wide Area Cloud Network (WAN) linking the Authority with all of its portfolio entities and develops a set of protocols governing the exchange of information and communication between the entities;
- Provides technical expertise to the Authority and related entities to provide for adequate ICT services to these entities and to chart the course for the eventual integration of the networks;
- Manages the development of security strategies to protect the network and data.

Technical/Professional:

- Analyzes Business Systems to determine effectiveness;
- Designs and implements process improvement changes throughout the Authority;
- Collaborates with Technology Teams and business users to manage implementation, training options and support;
- Reviews existing systems by applications demos and meeting IT personnel;
- Performs Gap Analysis and defines requirements to address the gaps;
- Develops system specifications and recommends application software development;
- Manages the implementation of system changes through automation, Process Change Management Solutions and training;
- Manages Diagnostic Investigations of programme errors and recommends methodologies for resolution;
- Prepares various documentation including Project Reports, Process Flows and Presentations, Strategic and Technical Plans and other related information on assigned application analysis;
- Negotiates with vendors regarding the procurement of software and other applications;
- Develops Requests for Proposals (RFP);
- Ensures compliance with contract specifications;
- Collaborates in the planning, designing, development and deployment of new applications, and enhancements to existing applications;
- Participates in the formulation of the IT Business Strategy and Planning to ensure the Information Technology Applications have the appropriate resources to provide the highest level of customer service;
- Develops specifications for application software to be acquired;
- Evaluates proposals/applications to determine the most suitable option;
- Makes recommendations to Information & Communication Technical Manager re selection of software;
- Keeps abreast of current developments in application software;
- Develops the conceptual and physical designs that reflect the requirements of the Authority;
- Co-ordinates the compilation of content for the websites and intranets;
- Ensures that websites and intranets are maintained and kept current;
- Conducts demonstrations of the products;
- Liaises with members of the End User Support and Infrastructure Services concerning the implementation and on-going maintenance of the Websites and Intranets.

Human Resource:

- Monitors and evaluates the performance of direct reports; prepares performance appraisal and recommends and/or initiates corrective action where necessary to improve performance;
- Participates in the recruitment of staff for the branch and recommends promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Develops, in collaboration with the Human Resources Branch, and implements a Succession Planning Programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the Authority;
- Provides leadership and guidance to direct report through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures 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 and Organization's goals;
- Performs other related duties that may be assigned from time to time by the ICT Manager.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Ability to demonstrate Project Management skills
- Excellent oral and written communication skills
- Excellent customer relations skills
- Excellent planning and organizing skills
- Excellent problem-solving and decision-making skills

- Good teamwork and co-operation skills

Technical:

- Knowledge of components and capabilities of business information systems design, analysis and implementation techniques
- Must understand basic IT architectural/infrastructural concepts
- Strong background in program analysis, development and testing skills
- Good knowledge of structured software design and programming
- Good knowledge of Microsoft SQL Server 2000 / 2003 Database
- Good knowledge of Programming with Microsoft Visual Basic.NET
- Good knowledge of Integration of multi-vendor application software

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Information Systems or Computer Science;
 - Training in Windows, Open Source and /or Enterprise Database Management Systems;
 - Two (2) years application development experience.
- OR**
- Associate Degree in Management Information Systems or Computer Science;
 - Training in Windows, Open Source and /or Enterprise Database Management Systems;
 - Four (4) years application development experience.

Special Conditions Associated with the Job

- Required to travel locally;
- Critical deadlines to be met.

3. Corporate Planner (Level 7)

Job Purpose

Under the general direction of the Director, Corporate Services the incumbent is responsible for establishing and maintaining systems for integrating the Corporate, Strategic, Operational and Business Plan as well as the Performance Monitoring processes across the NFA.

The incumbent ensures that the Corporate and Operational Plans and related Budgets are delivered to the required quality and standard and are effective in achieving the stated organizational and national policy objectives.

The incumbent is also required to conduct analyses of the NFA's performance and identify areas for improvement.

Key Responsibilities

Management:

- Exercises responsibility for the day-to-day management and leadership of the Unit and for the setting of priorities, objectives and delegation of work;
- Represents the Authority at meetings, seminars, workshops and conferences;
- Develops, institutes and implements systems and procedures to guide the Corporate and Strategic Planning and Evaluation process;
- Supports and guides proactively the management process through the implementation of a Performance Monitoring and Evaluation Framework.

Technical/Professional:

- Develops Medium Term Financing Plans and Annual Operational and Strategic Plans and establishes performance standards and targets/benchmarks;
- Provides a framework for the monitoring of progress against plans and Chairs Quarterly Corporate Planning Meetings, retreats and seminars to determine significant divergence (actual or impending) from targets set and facilitates the development of strategies to close performance gaps as they are identified;
- Promotes the use of best practices and the incorporation of cutting edge developments to strengthen the Strategic Planning and Performance Monitoring and Evaluation process;

- Leads the co-ordination of the Corporate Planning process to ensure that Divisional Plans are written in conformance with set criteria and in alignment with organizational Mission, Vision, Goals and Objectives;
- Prepares reports, briefs, presentations, feasibility studies and analyses and other responses to Strategic Planning issues on behalf of the Chief Executive Officer.
- Leads the implementation of the Performance Monitoring and Evaluation System (PMES) Framework in the Organization;
- Ensures that Corporate and Operational Plans are based on key outputs and objectives, that performance targets are set and that plans are linked to Budget Forecasts;
- Directs and monitors the preparatory process of developing Unit/Divisional Plans with Heads, ensuring integration of targets, indicators and other performance measures in the planning and budget processes;
- Designs Corporate, Operational Planning and monitoring processes and procedures for priority setting;
- Prepares and submits reports and analyses on the performance outcomes (standards and targets) of the Organization;
- Issues Corporate Planning, Budgeting, Monitoring and Evaluation guidelines and conducts inspections to ensure compliance with established standards;
- Reviews plans to ensure that they are consistent with and contribute to wider Government priorities;
- Ensures that Corporate and Operational Plans are based on key outputs and objectives, that performance targets are set and that plans are linked to budget forecasts;
- Participates in the preparation of project design and forecasting;
- Identifies problems and potential barriers to effective implementation of planned programmes and projects;
- Formulates feasibility studies and cost benefit analyses on proposed programmes;
- Designs data collection and recording systems;
- Collaborates with Divisional/Unit Heads in identifying research needs in relation to their Division/Unit operations and programmes/projects being implemented;
- Leads in conducting performance surveys and makes recommendations as to findings and adjustment of surveys;
- Advises management when there is significant divergence from targets and there is need for alternate strategies;
- Develops Code of Ethics and conducts Ethical Audits;
- Collaborates with Divisional Heads in the identification of training gaps and determines training programmes to address needs;
- Liaises with the Cabinet Office and Ministry of Finance and Public Service in the design and development of training programmes;
- Establishes and maintains strong linkages with internal and external stakeholders and representatives of local, regional and international Agencies to achieve organizational goals and establish lines of communication;
- Participates in the development of Annual Financial Projections for the NFA.

Human Resource Management:

- Provides guidance to staff through coaching, mentoring, training, providing assistance and support as needed;
- Recommends leave, training and disciplinary action for staff supervised in keeping with Human Resource guidelines;
- Evaluates staff and completes Performance Appraisal Reports;
- Participates in panels for the recruitment and selection of staff;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership, visionary and team building skills
- Excellent oral and written communication skills
- Good presentation skills
- Good problem-solving, analytical and decision-making skills
- Excellent time management skill
- Excellent planning and organizing skills
- Excellent interpersonal and negotiating skills and group facilitation techniques
- Strong research and analytical skills
- Ability to exercise initiative and human relations skills
- Ability to lead and manage change initiatives
- Ability to plan and organize effectively in a complex environment

Technical:

- Knowledge of the operations of the NFA, The Staff Orders and Public Service Regulations
- Excellent knowledge of Corporate Planning, Operational Planning and budgeting processes and procedures
- Proficient in the use of relevant computer applications
- Knowledge of Performance Monitoring Techniques and their application
- Knowledge of Research Methodology
- Knowledge of the principles and practices of Management

Minimum Required Qualification and Experience

- Master of Science degree or any equivalent education;
- Specialized training in Strategic Planning and/or Project Management and Statistics;
- Three (3) years related experience.

OR

- Bachelor of Science degree or any equivalent education;
- Specialized training in Strategic Planning and/or Project Management and Statistics;
- Five (5) years related experience.

Special Conditions Associated with the Job

- May be required to work for extended hours to finalize assignments;
- Required to travel locally and overseas for short periods.

4. Internal Auditor (Level 6)**Job Purpose**

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

Key Responsibilities**Technical/professional:**

- Implements Internal Auditing policies, procedures, and programmes;
- Reviews accounting procedures;
- Surveys functions and activities in assigned areas to determine the nature of operations and adequacy of system of control to achieve established objectives;
- Conducts and reports on the testing and adequacy of the Authority's internal controls over financial reporting;
- Investigates and determines causes of irregularities and errors;
- Recommends corrective action and suggests improvement;
- Verifies the adequacy and accuracy of Financial Records; examines and appraises financial and accounting practices, systems and procedures;
- Recommends new policy guidelines in response to changing systems and practices in Auditing Standards;
- Keeps abreast of trends and developments in Internal Auditing Management and recommends adoption where appropriate to improve the effectiveness of the Authority;
- Prepares and maintains adequate working papers in accordance with established guidelines;
- Ensures that working papers are properly prepared and submitted for review;
- Consults with CIA on technical matters in principles of accounting practice and/or on any other areas that need clarification;
- Ensures the security of Audit Files;
- Establishes and maintains good working relationships with External Auditors and other stakeholders;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem-solving skills
- Good interpersonal skills
- Teamwork and co-operation
- Ability to use own initiative
- Integrity
- Proficiency in the use of relevant computer applications

Technical:

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

Minimum Required Qualification and Experience

- Association of Certified Chartered Accountant Level 2 (ACCA 11) or any equivalent recognized professional qualification in Accounting or Management;
- Completion of relevant Government Accounting Courses;
- Four (4) years related accounting experience.

OR

- BSc Degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized tertiary institution;
- Completion of relevant Government Accounting Courses;
- Four (4) years' related experience in Accounting.

Special Condition Associated with the Job

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

5. Manager Public Relations (Level 6)

Job Purpose

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

The incumbent is required to serve as a Public Relations and Communications Advisor to the CEO and senior staff on Public Relations and communication affairs and to recommend courses of action that often involve complex and sensitive Public Relations and communication issues that may have national, regional or international impact.

Key Responsibilities

Management/Administrative:

- Provides leadership, proactive planning, management and outreach in the area of Communications and Public Relations for the Authority;
- Manages the day-to-day operations and ensures that work is performed according to plan and that goals are achieved;
- Co-ordinates the Authority's Public Relations, Communications and Public Education Programmes;
- Represents the Authority at meetings, conferences, presentations and other fora as required;
- Prepares Annual/Quarterly and General Progress Reports as required;

- Participates in the Authority's Corporate and Strategic Planning process;
- Manages all media enquiries and ensures that they are properly handled and co-ordinates the New Segment of the Authority's Website.

Technical/Professional:

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

Human Resource Management:

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

Required Knowledge, Skills and Competencies

Core:

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

Technical:

- Knowledge of the Fisheries Act 2018 and related legislation, policies and guidelines
- Knowledge of the policies and procedures of the National Fisheries Authority, the Staff Orders and Public Service Regulations
- Knowledge of national, regional and international fisheries laws and protocols

- Comprehensive knowledge of local media environment/landscape
- Excellent knowledge of and practical experience in PR and communications approaches, tools and methodologies
- Sound knowledge of protocol related issues
- Sound knowledge and experience in developing and implementing PR strategies
- Sound knowledge of and/or experience in Social Marketing and working in the Public Sector, would be an asset
- Knowledge of the challenges and issues facing the Fisheries Sector
- Proficiency in the use of relevant computer applications and preventative aids

Minimum Required Qualification and Experience

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

Special Conditions Associated with the Job

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

6. System Administrator (Level 5)

Job Purpose

Under the supervision of the Business System Application Manager, the Systems Administrator is responsible for the software design, development and maintenance of website and intranet to support the requirements of the Authority. The incumbent will also utilize current web technologies and systems effectively to enhance the Authority's image and purpose.

Key Responsibilities

Management/Administrative:

- Co-ordinates the design and development of Website and Intranet for the collection and dissemination of data;
- Leads the applications development of the Authority;
- Oversees the interpretation, formatting and dissemination of information on web pages.

Technical/Professional:

- Develops the conceptual design of applications to reflect/support users requirements;
- Participates in the development of automated information applications by defining systems input, output, interfaces and processing requirements to describe the data processing environment and makes recommendations regarding the technology to be employed;
- Provides clarifications on issues related to design process;
- Assists in the development of conversion, Training and Implementation Plans by:
 - Assisting in developing User and Technical Manuals
 - Testing and training users
 - Implementation and evaluation of applications
- Ensures currency of established policies, standard and methodologies with respect to work being performed;
- Maintains existing information applications by developing new modules and enhancing existing modules/database structures;
- Participates in the selection and assessment of software packages by:
 - Developing specifications for application software required
 - Developing requests for proposal, evaluating proposal and determining the most suitable options
- Evaluates and makes recommendations on selected software packages related to collection, analyses and dissemination of data;
- Provides training for users/user support staff;
- Co-ordinates and implements the standards and procedures necessary to create the proper framework for the development and maintenance of information applications, websites and intranets;

- Maintains Web Page and inform on standards and procedures for websites, intranet and other disseminations mechanism.

Human Resource Management:

- 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 maybe assigned by the Business System Application Manager from time to time.

Required Knowledge, Skills and Competencies

- Ability to computerized information applications to support decision- making in accordance with users' requirements
- Ability to secure, timely, user-friendly websites and intranets
- Ability to co-ordinated, developed and maintained information applications in accordance with the requirements of the Divisions and stakeholders
- Ability to made recommendations within the specified timeframe

Minimum Required Qualification and Experience

- B.Sc. in Computer Science or related field or equivalent;
- Two (2) years experience in web related or systems operation.

7. Outstations 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 produces 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 and project accounting etc.;
- Maintains Project-related Records, including contracts and changed orders;
- Monitors, tracks and records all expenses relating to each Project and Outstation;
- 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 Outstation 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 functions 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 Act (FAA)
- 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 Job

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

8. IT Infrastructure Engineer (Level 5)

Job Purpose

Under the direction of the Manager, Information and Communication Technology (Level 8), the IT Infrastructure Engineer (Level 5) is responsible for developing, enhancing and implementing information applications in accordance with the mandate of the Authority. The incumbent is also responsible to provides and maintains a secure, reliable and efficient computing and networking environment, to permit users to perform their functions.

Key Responsibilities

Management/Administrative:

- Co-ordinates the development and maintenance of information and statistical applications in accordance with the Authority's needs;
- Manages the design and development process of websites and intranets for the collection and dissemination of Fisheries data;
- Leads and manages the Applications Development staff and activities of the Section;
- Represents the Authority at meetings, conferences, and workshops locally and internationally;
- Develops, conceptualizes and manages the implementation of an interactive information system to enhance the collecting, analysing and disseminating of information to stakeholders in the Sector;
- Oversees the interpretation, formatting and dissemination of information on Web Pages;

- Participates in the development of the Unit's Strategic and Operational Plans and Budget;
- Monitors project schedules and targets to ensure that objectives and goals are met and, when necessary, institute corrective measures in a timely manner;
- Monitors work allocation of project activities to ensure optimum use and development of Officers and other resources;
- Develops and facilitates professional programmes to ensure Officers are equipped to perform at the level assigned;
- Reviews work assignments of staff and system utilization for adherence to policies, procedures, guidelines, standards and quality requirements specified by the Authority.

Technical/Professional:

- Directs the requirement definition phase and prepares Procedural Manuals;
- Prepares requirement definition manuals;
- Develops the conceptual design of applications to reflect/support users requirements;
- Manages the development of automated information applications by defining systems input, output, interfaces and processing requirements to describe the data processing environment and make recommendations regarding the technology to be employed;
- Provides clarifications on issues related to design process;
- Manages the process of conversion, training and implementation of plans by:
 - Assisting in developing User and Technical Manuals
 - Supervising the programme development testing, training of users, implementation and evaluation of applications
- Conducts periodic reviews to identify opportunities for improvement;
- Participates in peer and team reviews of projects, effects the necessary action on recommendations emerging from review process;
- Ensures currency of established policies, standard and methodologies with respect to work being performed;
- Maintains existing information applications by developing new modules and enhancing existing modules/database structures;
- Manages the selection and assessment of software packages by:
 - Approving and/or developing specifications for application software required
 - Approving and/or developing requests for proposal, and determining the most suitable options
- Decides on selected purchase and implementation software packages related to collection, analyses and dissemination of data;
- Ensures users and user support staff are adequately trained;
- Designs and develops formats and procedures for the dissemination of reports and summaries to end users utilizing web-based and other methods;
- Co-ordinates, develops and implements the standards and procedures necessary to create the proper framework for the development and maintenance of information applications, websites and intranets;
- Defines and informs of standards and procedures for websites and intranet and other disseminations mechanism;
- Keeps abreast of trends and developments in standards and procedures for automated application, website and intranet development;
- Keeps abreast with national and international trends in statistical and marketing data collection;
- Makes recommendations to improve systems in keeping with technological trends;
- Ensures Web Page is routinely and correctly maintained and updated.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisal 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 Unit and recommends promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Collaborates with the Human Resources Unit 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 Authority;
- Provides leadership and guidance to direct report through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Unit 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 functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good problem-solving and decision-making skills
- Good teamwork and co-operation
- Ability to use own initiative
- Good leadership skills
- Goal/Results oriented
- Good planning and organizing skills
- Excellent interpersonal skills

Technical:

- Comprehensive knowledge of information technology principles
- Sound working knowledge of database products to include Windows Operating System and Microsoft SQL server
- Sound working knowledge of 4 GL computer programming
- Statistical software including but not exclusive to SPSS
- Structured software design and programming
- Relational database management
- Microsoft SQL Server 2000 / 2003 Database
- Programming with Microsoft Visual Basic.NET
- Integration of multi-vendor application software
- Web Development Tools (Microsoft Frontpage, ASP.Net, HTML, JAVA Programming Languages)
- Supervisory Management skills

Minimum Required Qualification and Experience

- B.Sc. in Computer Science or related field;
- Professional database certification MCDBA;
- Minimum two years' experience in computer programming and database administration; Training in the following areas would be an asset;
- Structured design and 4 GL programming;
- Relational database development and maintenance;
- Microsoft SQL Server 200/2003;
- Programming with Microsoft Visual Basic.NET;
- Web Development tools;
- Integration and multi-vendor application software.

OR

- B.Sc. in Computer Science or related field or equivalent;
- At least 4 years' experience as a Programmer/Analyst;
- Supervisory Management training and Project Management skills would be considered assets;
- Experience in working with statistical programmes and databases.

Special Conditions Associated with the Job

- Required to travel locally;
- Critical deadlines to be met.

9. Paralegal Officer (Level 4)

Job Purpose

Under the general supervision of the Senior Legal Officer (Level 10), the Paralegal Officer (Level 4), is responsible for providing general administrative and secretarial support to the Legal Services Unit 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 Legal Officer's purview.

The incumbent is required to prepare relevant documents and correspondence and to ensure the efficient flow of information between the Legal Services and internal as well as external clients and stakeholders.

Key Responsibilities

Technical/professional:

- Provides administrative support to the Senior Legal Officer 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;
- Organizes the compilation of monthly, quarterly and other reports for the Legal Services Division for submission to the CEO;
- Receives, screens and if necessary, re-directs telephone callers and visitors and logs all calls and messages;
- Receives incoming correspondence and documents and dispatches them to relevant officers;
- Maintains a record of all incoming and outgoing files and correspondence;
- Assists with or undertakes the planning and organizing of hearings, meetings, seminars, training sessions, workshops and other events as required, inclusive of preparing Agenda and material, circulating previous Minutes, arranging venues and refreshments and contacting attendees;
- Takes, prepares and distributes Minutes of Meetings;
- Examines and receives documents submitted to the Office;
- Gathers research data as required for the preparation of legal documents;
- Liaises with the Attorney General's Chambers and various Departments and Agencies regarding matters submitted;
- Receives and responds to telephone and email messages;
- Assists with documentation required to meet legal requirements;
- Assists with the preparation of legal documents eg Briefs, Appeals, Submissions, Contracts inter alia;
- Assists with the process of authenticating documents, affixing seal and stamping documents;
- Types and organizes reports, correspondence and other documents;
- Arranges and monitors the logistics for internal and external meetings;
- Maintains an up-to-date database of confidential and classified data and records;
- Types and dispatches responses to requests for information;
- Types and organizes responses to requests for information in keeping with the Access to Information Act;
- Reviews operational practices and recommends improvements;
- Prepares Statistical Data, Charts, Graphs etc, for inclusion in reports;
- Monitors and reports on the progress of tasks delegated;
- Maintains an effective Filing System to ensure easy access and retrieval of data and documents, files and ensures the security of manual and computerized confidential data and records;
- Schedules and records appointments and manages the Appointment Calendar for the Senior Legal Officer and Legal Officer, providing reminders when the dates are approaching;
- Conducts research, prepares and/or edits reports or other documents as directed;
- Maintains Leave and Attendance Records of staff;
- Monitors requests and maintains stationery and other office supplies for the Office;
- Makes photocopies and scans documents as required;
- Performs any other related duties that may be assigned from time to time by the Senior Legal Officer.

Required Knowledge, Skills and Competencies

Core:

- Good customer relations skills
- Strong oral and written communication skills
- Good interpersonal skills
- Good organizational skills
- Good research skills
- Good time management skills
- Ability to effectively work in teams
- Good reporting skills
- Initiative, tact and diplomacy

Technical:

- Knowledge of the policies, programmes and procedures of the National Fisheries Authority and its operations
- Knowledge of the Staff Orders and the Public Service Regulations
- Knowledge of modern office procedures

- Knowledge of Data and Records Management
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Associate Degree in Public Administration or Business Administration or Management Studies or related field;
- Certification 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;
- Paralegal training is required.

OR

- Diploma in Public Administration or Business Administration or Management Studies or related field;
- Certification 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;
- Four (4) years' experience in a comparable working environment;
- Paralegal training is required.

OR

- Certified Administrative Professional Certificate or equivalent professional qualification;
- Four (4) years' experience in a comparable working environment;
- Paralegal training is required.

Special Condition Associated with the Job

- May be required to work extended hours.

10. Transport and Equipment Officer (Level 4)

Job Purpose

Under the direction of the Manager, Facilities, Property and Transport Branch (Level 7), the Transport and Equipment Officer (Level 4), is responsible for managing and controlling the Authority's fleet of motor vehicles and establishing and maintaining a programme for the maintenance and repair of these vehicles and their accessories.

Key Responsibilities

Management/Administrative:

- Supervises the preparation of Repairs and Service Records for road worthy vehicles;
- Reports all accidents and takes all necessary follow-up action;
- Writes letters, Minutes and reports on various activities within the Unit;
- Prepares and submits periodic reports on the operational efficiency of each vehicle on the prescribed form;
- Keeps the Manager informed of the progress of various activities and major problems of the Unit;
- Maintenance of the Transport Request Book.

Technical/Professional:

- Establishes and maintains a programme for the maintenance and repairs of the vehicles and accessories;
- Determines priorities and sets targets within parameters of the Divisional Objectives;
- Designs and reviews in collaboration with the Manager and other senior members of staff, schedules, procedures, Repairs and Maintenance Standards;
- Conducts periodic reviews of schedules and makes spot checks to ensure that priorities and targets are being met and repairs and maintenance standards are being adhered to;
- Manages and controls the fleet of motor vehicles;
- Ensures currency of motor vehicles licences and certificates of fitness;
- Keeps inventory records up-to-date;
- Ensures periodic maintenance is carried out;
- Ensures speedometer is functional and promptly repaired if defective;
- Conducts regular checks of the Log Book, gas/gas oil records and stock balances;
- Schedules vehicle movements to economise on fuel consumption;

- Checks Time Sheet to ensures proper vehicle handing-over procedures are observed.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organisational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organisation's goals;
- Allocates and schedules work; allocates monthly mileage to travelling officers;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- 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
- Good teamwork and cooperation skills

Technical:

- Basic knowledge of auto mechanics
- Basic knowledge of the Financial Administration and Audit (FAA) Act.
- Knowledge of the operations of Government/Authority's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Diploma or Associates Degree in Mechanical Engineering;
- Three (3) years work experience at the supervisory level in a repair workshop/ environment.

Special Conditions Associated with the Job

- Might be required on occasions to work on weekends and holidays;
- Extensive traveling island wide.

11. Information and Documentation Officer (Level 4)

Job Purpose

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

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

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

Key Responsibilities

Management:

- Writes Monthly and Quarterly Reports on work activities;
- Recommends and on approval, implements changes to systems and procedures;
- Participates in the evaluation of equipment and supplies;
- Monitors compliance with Records Management Policies and Standards;
- Co-ordinates and conducts Training Sessions throughout the Organization;

Technical/Professional:

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

Human Resources Management

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

Required Knowledge, Skills and Competencies**Core:**

- Good interpersonal skills
- Good presentation skills
- Good problem-solving skills
- Good oral and written communications skills
- Very good customer relations skills
- Very good time management and planning skills

- Excellent listening and client relations skills
- Good team building skills

Technical:

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

Minimum Required Qualification and Experience

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

Special Conditions Associated with the Job

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

12. Accounts Clerk (Level 2)

Job Purpose

Under the supervision of the Manager, Final Accounts & 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 Act (FAA).

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 Conditions Associated with the Job

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

Applications accompanied by detailed résumés, including the names of two (2) referees, should be submitted **no later than Wednesday, 24th May, 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**