



CIRCULAR No. 295
OSC Ref. C.4858⁴³

5th July, 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 be assigned to/fill the following posts in the **National Fisheries Authority**:

1. **Senior Director, Corporate Services Division (Level 9) – (Vacant)**, salary range \$5,597,715 - \$7,528,304 per annum.
2. **Manager, Accounts Payables and Receivables – (Level 8) (Not Vacant)**, salary range \$4,594,306 - \$6,178,831 per annum.
3. **Senior Compliance Officer (Level 7) (3 Posts) – (Vacant), (Westmoreland & Hanover, Trelawney & St. James, Clarendon & St. Catherine)** salary range \$3,770,761 - \$5,071,254 per annum.
4. **Compliance Officers (Level 3) (18 Posts) – (Vacant), (St. Elizabeth, Manchester, Hanover, Westmoreland, St. James, Clarendon, St. Thomas, Portland & St. Mary)** salary range \$1,550,136 - \$2,084,761 PER annum.
5. **Small Boat Operator (Level 3) – (Vacant)**, salary range \$1,550,136 - \$2,084,761 per annum.
6. **Driver (Level 1) – (Vacant)**, salary range \$857,032 - \$1,152,613 per annum.

1. **Senior Director, Corporate Services Division (Level 9)**

Job Purpose

Under the general direction of the Chief Executive Officer, the Senior Director Corporate Services (Level 9) is responsible for providing technical and managerial direction to the staff of the Division. The post has overall responsibility for the Authority's Human Resources Management and Development, Corporate Planning, Procurement, Public Relations and Corporate Communications, Facilities, Property and Transport Management, Information and Communications Technology and Attendant Administrative and Corporate functions. There is also the requirement to develop and implement strategies, programmes, and special projects to facilitate the achievement of the Authority's Mission, Goals, and Objectives.

Key Responsibilities

Management/Administrative

- Reviews and approves the setting of objectives and goals to support the achievement of targets;
- Develops recommendations, proposals, or guidelines together with explanatory background papers detailing the implications of proposals and the consequences of proposed actions in terms of cost and impact;
- Provides technical advice, guidance and expertise to the Chief Executive Officer, Principal Director, Directors, Managers, and general staff on matters relating to the various services provided;
- Provides leadership and direction and oversees the development of Annual Budgets, Strategic, Corporate, Operational, and Individual Work Plans in keeping with required guidelines and regulations;
- Monitors, in conjunction with the Director, Finance and Accounts, the implementation of the plans and budgets to ensure that the Division's work is carried out according to plan and within budget;
- Establishes and maintains systems/programmes to foster a culture of service and teamwork within the Division and by extension the Authority;

- Arranges, co-ordinates and leads the periodic Effectiveness and Efficiency Review of the structure and staffing of the Division to facilitate excellent service;
- Develops, constantly reviews and institutes appropriate systems and procedures to foster a culture of high performance and customer orientation for the delivery of the various services provided by the Division;
- Keeps abreast of best practices and developments and recommends their adoption/application where appropriate;
- Represents the Authority at meetings, negotiations, conferences, and other fora and makes the necessary presentations and speeches as directed.

Technical/Professional:

- Provides expert advice, briefings and support to the CEO and Directors on all matters relating to Corporate Services and policy;
- Provides oversight to the Corporate Planning Programme, monitors the preparation of Corporate and Strategic Plans to ensure the integration of targets, indicators and other performance measures in the planning and budgeting process;
- Ensures that the NFA has a co-ordinated and well-functioning process for the development of its Corporate Plan, Operational Plan and Budgets which is consistent with the policies and the Government as a whole;
- Ensures that the NFA has a system for evaluating performance against the outcomes stated in its Corporate and Operational Plans;
- Consults regularly with CEO, Directors and Managers regarding plans, programmes and projects developed in their particular area to ensure compliance and alignment with the Corporate/Strategic/Operational and Business Plans, regulations and policies and takes remedial action where necessary;
- Oversees the Human Resources Management issues, ensuring that performance management and related standards are maintained, and performance targets met;
- Investigates complaints and delays, reports on issues, identifies conflicts and implements or recommends corrective actions;
- Leads, oversees, and ensures that Corporate Services are continually being developed to strategically support the achievement of the NFA's Objectives;
- Oversees the procurement systems for the proper acquisition and utilization of resources in accordance with the Procurement Handbook, Government policies, procedures and the FAA Act and other regulations and guidelines.

Physical Facilities and Asset Management

- Ensures that physical facilities and assets (fixed and current) are managed effectively and that the NFA's operations are conducted in a secure, comfortable, and functional work environment;
- Ensures the implementation of a maintenance and security programme to protect the Authority's buildings, motor vehicles, equipment, personnel, and information.

PR & Corporate Communications

- Leads, develops, implements and evaluates continuously a cross cutting Public Relations and Communications Programme utilizing a range of approaches;
- Ensures that appropriate Communication and Knowledge Management Systems are in place to facilitate the dissemination of accurate and timely information within the NFA and to the wider public;
- Ensures provision of leadership and guidance to all Divisions on communications and public affairs matters, ensuring a consistency in approach and message during all communications activities.

Library/Records Management

- Directs the development and effective management of the Library/Records Management Programme, organizing records from creation through to eventual disposal in keeping with best practices and international standards thereby enabling appropriate responses to Access to Information requests;
- Ensures that all technical papers and records are collated, maintained, stored and can be retrieved in a timely manner;
- Ensures that the processes and procedures of the NFA are recorded and revised so that they are always up to date;
- Ensures that the information and research needs of the NFA are met;
- Ensures that a system is implemented to manage and make available electronic information, correspondence/records;
- Ensures that the NFA meets its obligations under the Access to Information Act;
- Ensures that all of the Authority's technical papers are collated, maintained, stored and can be retrieved in a timely manner;
- Ensures the effective management of the Administrative Support and Office Services, physical facilities, fleet, and asset management to facilitate a comfortable and functional work environment and efficient delivery of services;

- Co-ordinates the development and implementation of Security Programmes and a Disaster Recovery Plan for the physical and electronic security of the Authority's staff and assets;
- Collaborates with the Director, Finance and Accounts and reviews and analyses audit reports for accuracy and ensures that they are responded to on a timely basis;
- Negotiates with unions, employee representatives and other stakeholders and effects amicable agreements or resolutions.

Human Resource Management

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisal Reports, and recommends and or initiates corrective action where necessary to improve performance and facilitate the achievement of established personal and organizational goals;
- Participates in the recruitment of staff and recommends transfer, promotion, termination and leave in accordance with established Human Resources policies and procedures;
- In collaboration with the CEO and Senior Team oversees the development and implementation of a Succession Planning Programme for the Authority to facilitate continuity and the availability of required skills and competencies to meet the needs of the Authority;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of the staff are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of customer orientation, teamwork, employee empowerment and commitment to the Authority's goals.

Required Knowledge, Skills, and Competencies

Core

- Strong leadership, management and negotiating skills
- Strong presentation, oral and written communication skills.
- Excellent analytical and judgement skills.
- Excellent interpersonal and influencing skills.
- Strong conceptual, listening and team building skills.
- Strong customer relations skills.
- Excellent planning and organizing skills.
- Excellent problem solving and conflict management skills.
- Sound understanding of the decision-making process.
- Knowledge of Programme Budgeting and Financial Management.
- Proficiency in the use of relevant computer applications.

Technical

- Good knowledge of the Fisheries Act 2018, other relevant legislation, policies and policy guidelines of the National Fisheries Authority.
- Basic knowledge of national, regional, and international Fisheries laws and protocols.
- Good knowledge of public sector laws, rules, and guidelines.
- Excellent knowledge of Corporate Planning.
- Excellent knowledge of Government's Strategic Human Resources Management and Performance Management Systems.
- Excellent knowledge of the Authority's policies and procedures.
- Thorough knowledge of relevant policies, guidelines and legislation relating to Corporate Planning, Procurement, Public Relations and Communications, Facilities and Property Management, Fleet Management, Information and Communication Technology, Office Management and general administration.
- Proficiency in the use of spreadsheets and computerized accounting systems.
- Excellent knowledge and understanding of corporate functions and their potential strategic contribution.
- Ability to prioritize amongst conflicting demands and make rational decisions based upon a sound understanding of the facts, in limited time.

Minimum Qualifications and Experience

- Masters' Degree in Business Administration, Management Studies, Public Administration or a closely related discipline or equivalent qualification from a recognized tertiary institution
- Five (5) years' experience in a senior management capacity

OR

- Bachelor's Degree in Business Administration, Management Studies, Public Administration or a closely related discipline or equivalent qualification from a recognized tertiary institution
- Eight (8) years post qualification experience
- At least five (5) years' experience in a senior management position in either the public or private sectors.

PLUS

- Experience in Administration and Corporate Services and budgeting processes
- Demonstrated experience in achieving significant organizational change and improvements.

OR

- Any equivalent combination of qualifications and experience.

2. Manager, Accounts Payables and Receivables Officer (Level 8)

Job Purpose

Under the direct supervision of the Director, Finance and Accounts Division, the Manager, Payments, and Payroll is responsible for managing all activities in the Accounts Payable and Receivable Function. The incumbent supports the Director in implementing and maintaining accounting principles, practices and procedures and ensures that accounting activities are completed in a timely and accurate manner and in accordance with the Financial Accounting and Audit Act (FAA), the Public Bodies Management and Accountability Act and other relevant Acts and Regulations. There is a requirement to co-ordinate all payroll activities, the general ledger preparation, the timely payment of invoices, the billing and collection of money owed to the Authority as well as the maintenance of accurate records and financial reports. The incumbent also works with the Finance Director to contribute to the Authority's strategic planning, budgeting and forecasting activities.

Key Responsibilities

Management/Administrative

- Participates in the preparation of the Annual Work Programme and Budget for the Finance and Accounts Division;
- Liaises with Section Heads to develop and submit the Annual Operational Plan for the Payments and Payroll Branch;
- Reviews the Annual Work Plans for direct reports to ensure that they are aligned with objectives of the Branch, Division and the overall organizational objectives;
- Monitors the work programme of direct reports to ensure that work is carried out as planned and that agreed targets are met;
- Represents the Director at conferences, seminars and workshops on financial management, general accounting, payroll and Budget preparation matters;
- Prepares monthly, quarterly and annual Financial Control Reports and statements for submission to the Divisional Director;
- Provides guidance to staff supervised in the preparation of the General Ledger, other accounts payable and receivable functions and checks the technical adequacy of their work;
- Provides support/advice to the Director, Finance and Accounts Division;
- Assists in monitoring outstations of the Authority to ensure that they operate accordance with the FAA Act;
- Reviews payables operations to ensure the effectiveness and efficiency of the systems and procedures by identifying, measuring, and capturing all accounts payable relating to each period and to the Financial Year.

Technical/Professional

- Manages the Accounts Payable Function to ensure invoices are promptly processed for payment, purchases are duly authorized and payments are for legitimate and approved authority expenses;
- Reviews creditor balances and ensures proper management of payables;
- Analyzes payment request by checking for authenticity, cash flow and budgetary provisions;
- Examines queries raised as it relates to clarification of payments made and resolves these issues as they arise;
- Authorizes payment vouchers and monitors the preparation of cheques and wire transfers;
- Monitors the Cheque Register to ensure that all cheques are recorded and that the Register is updated;

- Creates and reviews Accounts Receivables Reports and ensures that records are maintained;
- Reviews receivables and proactively manages the collection process;
- Complies information to support the annual Statutory Audit and other audits as required;
- Responds to Audit queries;
- Prepares monthly statements reconciling bank statement balances with Cash Book Ledger balances;
- Investigates discrepancies between entries on Bank Statements and accounting records;
- Oversees the preparation of journal entries;
- Evaluates and capitalizes new and existing fixed assets;
- Performs month-end close activities to reconcile fixed assets and construction work in progress;
- Calculates and records monthly depreciation expenses;
- Assess fixed asset impairment and fixed asset retirement;
- Reviews and analyzes repair and maintenance expenses for items that should be classified as capital;
- Ensures that assets disposed of, and retired assets are removed from accounting records;
- Organizes and supervises periodic physical inventory of fixed assets.

Human Resource

- Provides leadership and guidance to staff through effective communication, delegation and coaching as necessary;
- Works with subordinates to establish annual goals and objectives;
- Monitors the performance of staff and provides feedback when necessary and implements programmes to facilitate their professional development;
- Conducts appraisals of staff performance;
- Communicates with staff to ensure that they are aware of the Government's Policies, Procedures and Standards;
- Works with subordinates to establish goals and objectives for each year and monitor and advice on progress;
- Performs other related functions assigned from time to time by the Senior Management Accountant.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good leadership skills
- Good interpersonal skills
- Decision making skills
- Good customer relation skills
- Good planning and organizing skills

Technical:

- Excellent knowledge of Government Accounting, policies and procedures
- Sound knowledge of the stipulations of the FAA Act.
- Excellent mathematical skills with an emphasis on attention to details
- Good knowledge of the Agencies/Authority Policies, Practices and Procedures
- Proficiency in the use of relevant accounting software

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting, Management Studies with Accounting courses or ACCA Level 2
 - Completion of the relevant Government Accounting courses
 - At least Five (5) years related accounting experience, with two (2) at the Supervisory level
- OR**
- Associate Degree in Accounting (MIND) along with the completion of the revised Certificate in Government Accounting
 - At least seven (7) years related accounting experience, with two (2) at the Supervisory level.

Special Conditions Associated with the Job

- Periodically required to work beyond normal working hours, e.g. implementation of salary increases
- Occasional travel.

3. **Senior Compliance Officer (Level 7)**

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 analyze 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.

Required Knowledge, Skills, and Competencies

Core

- Excellent oral and written communication
- 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.
- At least 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.

4. Compliance Officers (Level 7)

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 other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Strong 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

5. Small Boat Operator (Level 3)

Job Purpose

Under the direction of the Master Fisherman/Gear Technologist the Small Boat Operator is responsible for the navigational activities of the boat in order to ensure safety at sea. The incumbent also supports the Master Fisherman in imparting knowledge of fishing gear technology to fishers with a view to improve the efficiency of their fishing operations. Additionally, the incumbent is responsible to maintain cleanliness on the boat assigned and ensures that same operates safely and proficiently.

Key Responsibilities

Technical/ Professional

- Ensures that equipment and machinery are properly maintained after each voyage;
- Maintains desired courses using compasses or electronic navigational aids;
- Operates engine throttles and steering mechanics to guide boats on desired courses.
- Follows safety procedure for boat operations;
- Directs safety operations in emergency situations;
- Secures boat to docks with mooring lines;
- Ensures the boat is scrubbed and clean (wheelhouse, decking etc.) after each voyage with the exception of the galley and sanitary conveniences;
- Assists the Master Fisherman/Gear Technologist in the development and implementation of new fishing gear technology;
- Delivers training in basic seamanship, navigational principles and safety at sea, fishing gear technology, fish species identification and basic post harvesting technology;

- Reports any navigational hazards observed to the appropriate authorities;
- Updates and maintains all navigational records;
- Arranges for maintenance activities as necessary;
- Ensures that there are sufficient quantities of working vests and/or life jackets on board;
- Performs any other related duties which may be assigned by the Master Fisherman/Gear Technologist.

Required Knowledge, Skills, and Competencies

Core:

- Good interpersonal skills
- Good communication skills and report writing skills
- Good customer relations skills
- Good problem solving and conflict management skills

Technical:

- Must be able-bodied sea-man in good health
- Trained user of marine Radio communication (VHF, SSB)
- Good knowledge of boat operations
- Sound knowledge of boat stability, first aid, fire fighting and survival rescue

Minimum Required Qualification and Experience

- Class IV License (Fisheries) issued by the Maritime Authority of Jamaica.
- Certificate of Competency from an accredited institution.
- Three (3) years sea-going experience in a similar capacity.
- Boat Handling Certificate

OR

- At least a JDF Class 2 Seaman Certificate of Competence, with minimum of three (3) years' experience with that qualification must be served on board an Offshore Patrol Vessel.

Special Conditions Associated with the Job

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

6. Driver (Level 1)

Job Purpose

Under the supervision of the Transport and Equipment Officer (Level 4), the Driver (Level 1), undertakes general transportation assignments and conducts routine checks to ensure the efficient upkeep of the vehicle assigned. Responsibility is also exercised for the proper maintenance of the vehicle and for related reports and maintenance records.

Key Responsibilities

Technical/ Professional

- Conducts detailed engine and mechanical checks of vehicle and operates vehicle assigned;
- Ensures that braking and signaling systems are functional;
- Services vehicle periodically and ensures that vehicle is licensed and certified;
- Writes daily log of duties;
- Inspects Certificates of Fitness and Registration for vehicle to ensure validity;
- Maintains vehicle to ensure good working performance;
- Delivers and collects mail/documents and/or office supplies;
- Transports officers to and from various points;
- Prepares reports on mechanical problems;
- Prepares detailed reports on accidents or damage to vehicle;
- Requests fuel for vehicle;
- Submits completed requisition forms for fuel obtained for official travel;
- Ensures that officers are safely transported to their destination;
- Performs any other related duties which may be assigned from time to time;

- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good interpersonal skills.
- Good oral and written communication skills.
- Good customer relations skills.
- Good problem solving and conflict management skills.
- Good time management skills.

Technical:

- Knowledge of the operations of the Authority's transportation procedures.
- Excellent driving skills.
- Excellent skills in defensive driving
- Proficiency in basic mechanics.
- Ability to exercise good judgment.
- Good knowledge of the road network in Jamaica.
- Knowledge of basic motor vehicle maintenance.

Minimum Required Qualification and Experience

- Knowledge of the operations of the Authority's transportation procedures.
- Excellent driving skills.
- Excellent skills in defensive driving
- Proficiency in basic mechanics.
- Ability to exercise good judgment.
- Good knowledge of the road network in Jamaica.
- Knowledge of basic motor vehicle maintenance.

Special Conditions Associated with the Job

- Extensive travelling throughout the island.
- May have to work for extended hours for e.g. to transport persons to conferences in the rural areas.

Applications accompanied by detailed résumés, including the names of two (2) referees, should be submitted **no later than Tuesday, 18th July 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**