



CIRCULAR No. 342
OSC Ref. C.4858⁴³

8th August, 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. **Corporate Planner (Level 7) – (Vacant)**, salary range \$3,770,761- \$5,071,254 per annum.
2. **Administrative Support Officer (Level 4) - (Vacant) (Two Positions)**, salary range \$1,984,305 - \$2,668,670 per annum.
3. **Small Boat Operator (Level 3) - (Vacant)** salary range \$1,550,136- \$2,084,761 per annum.

1. 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/Administrative

- 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 corporate and Operational plans are based on key outputs and objectives, that performance targets are set and 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 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 the 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.
- 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.
- Excellent time management skills.
- Excellent planning and organizing skills.
- Excellent interpersonal and negotiating skills and group facilitation techniques.
- Strong research and analytical skills.
- Excellent decision making 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 Qualifications and Experience

- Master of Science Degree or any equivalent education.

- Specialized training in Strategic Planning and/or Project Management and Statistics.
- At least 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.
- At least Five (5) years related experience

2. Administrative Support Officer (Level 4)

Job Purpose

Under the direct supervision of the Chief Executive Officer (Level 12), the Administrative Support Officer (Level 4) is responsible for providing high level secretarial and administrative support which includes: scheduling appointments, drafting correspondence, emailing, receiving and directing visitors, routing telephone calls and responding to questions and requests. The Administrative Support Officer also prepares relevant documents and ensures the efficient flow of information between the Office of the CEO and internal as well as external clients and stakeholders.

Key Responsibilities

Technical/Professional

- Organizes and manages the CEO's schedules by monitoring and updating activities and appointments;
- Accompanies the CEO to meetings as required;
- Provides secretarial services to meetings and ensures follow-through with post-meeting decisions and actions;
- Assists with the co-ordination of meetings by issuing invitations, drafting agenda, arranging refreshments and collating documents as required;
- Types from manuscript notes prepared by the CEO and composes and types routine correspondence;
- Prepares a range of routine documents, correspondence and reports;
- Receives incoming correspondence and documents and reroutes them to relevant officers;
- Maintains a record of all incoming and outgoing files and correspondence;
- Ensures maintenance of efficient manual and computerized systems of filing for the securing of official and confidential record;
- Maintains an efficient retrieval system for official and confidential documents;
- Receives, screens and, if necessary, re-directs telephone callers and visitors and logs all calls and messages;
- Requests and maintains stationery and other office supplies for the office;
- Photocopies and scans documents as required; receives and sends facsimile;
- Composes and types a variety of reports and documents as well as statistical data, charts and graphs for inclusion in reports;
- Participates in the planning and organizing of seminars and workshops;
- Co-ordinates responses to external requests for information;
- Accesses and forwards e-mails to relevant officers;
- Researches and compiles data, information and report as required;
- Liaises as necessary between the CEO, Board of Directors, Sector Interest, staff members and other external organizations;
- Organizes and manages the schedule of the CEO and updates activities and appointments as necessary;
- Records invitations sent to the CEO and provides timely reminders about meetings, functions, workshops, seminars and conferences;
- Maintains adequate supply of stationery and other office supplies for the Executive Office;
- Performs any other related duties which may be assigned by the CEO from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal and people management skills
- Excellent customer service and quality focus skills
- Ability to use initiative
- Managing the client interface
- High level of integrity, confidentiality and professionalism

Technical:

- Sound knowledge of the operations of Government and the Authority's policies and procedures
- Working knowledge of the operations of the Fisheries Authority
- Ability to transcribe material in a clear, accurate and acceptable manner
- Proficiency in shorthand, speedwriting and typewriting.
- Minutes and report writing skills.
- Records and file management skills

Minimum Required Qualification and Experience

- Associate Degree in Public Administration or Business Administration or Management Studies
 - Graduation from an accredited School of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at the speed of 100-120 words per minute.
 - Training in the use of a variety of software applications
 - Three (3) years related experience in a comparable working environment
- OR**
- Diploma in Public Administration or Business Administration or Management Studies
 - Graduation from an accredited School of Secretariat Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at 100-120 words per minute
 - Training in the use of a variety of software applications
 - Five (5) years experience in a comparable working environment

Special Conditions Associated with the Job

- May be required to work outside of normal working hours
- May be required to travel as necessary.

3. 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 Condition Associated with the Job

- Position involves extensive field work (fishing breaches, fish landing sites island wide) including travelling at sea to offshore areas such as the Pedro and Morant Cays
- Required to be on call 24 hours and to be away from home for various periods including weekends and public holidays
- Required to work offshore in rough seas and varying weather conditions
- Endurance of harsh and hostile environmental conditions (salt air, sunburn, skin dryness, dehydrating effects).
- Primary duties are associated with sea-going activities and as such involve a range of physiological imbalances on the person due to the constant motion of the boat.

Applications accompanied by detailed résumés, including the names of two (2) referees, should be submitted **no later than Monday, 21st August 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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer (acting)**