



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 358**  
**OSC Ref. C. 4858<sup>43</sup>**

**13<sup>th</sup> September, 2023**

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

1. **Senior Legal Officer (Level 10) – (Contract) (3) years**, salary range \$5,597,715 - \$7,528,304 per annum.
2. **Manager, Final Accounts & Reporting (Level 8)**, salary range \$4,594,306.00 - \$6,178,831.00 per annum.
3. **Senior Management Accountant (Level 8)**, salary range (\$4,594,306.00 - \$6,178,831.00) per annum.
4. **Cashier (Level 1)**, salary range \$857,032.00 - \$1,152,613.00 per annum

### 1. **Senior Legal Officer (Level 10)**

#### **Job Purpose**

Under the direction of the Chief Executive Officer, the Senior Legal Officer, has overall responsibility for administering all activities relating to the legal obligations of the Authority and the statutory provisions within which the Authority functions. Accordingly, the incumbent is responsible for ensuring that the Authority operates in a manner that is fully compliant with the Fisheries Act 2018 and all the relevant local, regional and international laws, statutes and regulations which govern the Authority.

Additionally, the incumbent is responsible for the day to day direction and management of the Legal Services Unit's staff and operations as well as for all activities which serve to protect the Authority and its employees against any action that may arise.

The incumbent is required to make recommendations, determine issues of law and policy for cross sector and international issues, to represent the Authority in legal proceedings and to provide high quality legal counsel and guidance on a wide range of issues.

#### **Key Responsibilities**

##### ***Management/Administrative Responsibilities***

- Directs the development of budgets/corporate/strategic and operational plans in accordance with the required guidelines;
- Advises the CEO on the legal policy framework for the Authority based on best practices and in keeping with the laws promulgated for the National Fisheries Authority;
- Recommends priorities and strategic direction for the Legal Services Unit and manages the Legal Officer, Administrative Support Officer and external Counsel as may be required from time to time;
- Develops, implements and monitors various policies, guidelines and procedures for the Authority;
- Reviews and analyses legislation, policies and policy guidelines and makes recommendations for amendments and changes;
- Formulates legal arrangements to establish partnerships with public and private sector entities, local, regional and international organizations;
- Formulates legal papers, Cabinet Submissions, briefs and proposals and represents the Authority at conferences, seminars, negotiations and committees locally, regionally and internationally;

- Participates in the development and conduct of training sessions and seminars for internal and external clients, for example compliance and enforcement sessions for staff;
- Participates in the quarterly and annual reviews/retreats and contributes to the general management and strategic direction of the Authority.

**Technical/Professional:**

- Directs the day to day management of the staff and operations of the Legal Unit;
- Keeps abreast of local and international legislation, conventions, regulations, protocols, policies and policy guidelines and guide the research programme required for the formulation or amendment of legislation, policies, policy guidelines and procedures;
- Reviews and advises on legal implications of legislation and policies and provides appropriate legal guidance and counsel on a wide range of legal issues which include, *inter alia* litigation, corporate governance, compliance, enforcement, risk management, licences, authorizations, permits, insurance, policies, employee and labour related matters;
- Provides proactive advice on potential legal issues to protect the Authority against legal risks;
- Works closely with the Chief Executive Officer, Principal Director, Directors, Managers and other staff, interpreting the law and providing support to ensure that the Authority's full legal rights and attendant obligations are protected and observed in the execution of its functions;
- Drafts and reviews conditions of authorizations, licences and permits and ensures that Gazette Notices are prepared and published;
- Ensures that the Authority operates in a manner that is fully compliant with all relevant local and international laws, statutes, guidelines and protocols which govern its operations;
- Reviews all legal documents including contracts, tender documents, legal submissions, protocols, licences and provides guidance accordingly;
- Reviews applications for licences, authorizations and permits for adherence to guidelines;
- Prepares Drafting Instructions to the Chief Parliamentary Counsel for the formulation or amendment of legislation;
- Participates in the preparation of Cabinet Submissions to facilitate the amendment of legislation;
- Prepares Drafting Instructions and liaises with the Attorney General's Chambers on matters of law;
- Advises on the negotiation of settlements and analyses and formulates legal strategies and arguments to be employed in the prosecution and defense of legal cases under the Fisheries Act 2018 or other relevant legislation;
- Supervises the investigation and preparation of cases for civil and/or criminal litigation and attends Court, Tribunal, Enquiries or other legal proceedings to provide legal representation for the Authority;
- Conducts Hearings on matters in keeping with the provisions of the law;
- Participates in training programmes and seminars on Compliance and Enforcement and other topics as required;
- Investigates complaints and delays, analyses issues and implements or recommends corrective actions;
- Ensures adherence to established laws and policies governing the operations of the Authority.

**Human Resource Management:**

- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching;
- Develops and sustains teamwork, unity and commitment to organizational goals;
- Participates in the recruitment of staff;
- Approves leave, recommends appointments, training incentive arrangements and disciplinary action for staff supervised;
- Conducts staff appraisals and writes performance reports adhering to the required guidelines and timeframes;
- Performs other related duties that may be assigned by the Chief Executive Officer from time to time.

**Required Knowledge, Skills and Competencies**

**Core:**

- Excellent leadership and interpersonal skills;
- Excellent presentation and communication skills;
- Excellent conceptual and listening skills;
- Strong policy formulation and analytical skills;
- Ability to write clearly and succinctly and to meet deadlines;

- Highly developed team building skills and the ability to work effectively with internal and external stakeholders;

***Technical:***

- Excellent legal drafting and research skills;
- Excellent problem-solving skills.
- Good knowledge of the Fisheries Act 2018, relevant legislation, legal guidelines, policies and policy guidelines of the National Fisheries Authority.
- Knowledge of national, regional and international Fisheries laws and protocols and other related international laws and regulations.
- Good arbitration and negotiation techniques.
- Good knowledge of public sector laws, rules and guidelines.

**Minimum Required Qualifications and Experience**

- Bachelor of Laws (LLB)
- Certificate of Legal Education from the Norman Manley or Hugh Wooding Law School, UWI.
- At least two (2) years' experience in a senior legal capacity
- At least five (5) years' overall experience in the field

**Special Conditions**

- Required to travel both locally and overseas for short periods.
- Long working hours to finalize papers, policies and other documents.
- Occasionally required to work on holidays and weekends.

**2. Manager, Final Accounts & Reporting (Level 8)**

**Job Purpose**

Under the direct supervision of the Director, Finance & Accounts Division, the Manager, Final Accounts and Reporting, is responsible for the preparation of the accounts of the authority and for the timely submission of accurate and complete monthly and annual financial statements. Accordingly, the incumbent manages the staff of the Final Accounts and Reporting Branch to ensure that:

- Financial Statements are prepared each month, with accompanying notes and are submitted to the Director, as required;
- Bank Accounts are reconciled on a monthly basis, with any significant/material variances being reported to the Director and speedily resolved;

The incumbent also works with the Finance Director to contribute to the Authority's strategic planning, budgeting and forecasting activities.

**Key Responsibilities**

***Management/Administrative Responsibilities***

- Participates in the preparation of the annual Corporate/Operational/Work Plans and Budget for the Finance and Accounts Division;
- Liaises with Section Heads to develop and submit the annual operational plan for the Final Accounts and Reporting 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 the preparation of ending account balances and the creation of financial statements;
- Prepares monthly, quarterly and annual financial control reports and statements for submission to the Divisional Director;
- Provides guidance to staff supervised in the maintenance of the accounting and financial records for final accounts;
- Provides support/advice to the Director, Finance and Accounts Division;

- Ensures adherence to the accounting and financial procedures of the Government of Jamaica in respect of financial reporting;
- Participates in the preparation and maintenance of the Procedural Manual of the Division;
- Manages the quality of statements/reports/records produced by the Branch;
- Develops and implements operational procedures to improve efficiency and effectiveness.

***Technical/Professional:***

- Manages and supervises the Final Accounts Branch to ensure that the final accounts of the Authority are properly prepared in accordance with GOJ guidelines;
- Ensures that all officers in the Branch are provided with up-to-date copies of the FAA Act, Regulations, Instructions, Accounting Manual and other guidelines critical to the performance of their jobs.
- Ensures that the accounts prepared are true and fair and are prepared on a timely basis;
- Ensures that the financial statements are supported by adequate notes where required by the requisite accounting standards;
- Reports to the Director of Finance on the status of the monthly and annual accounts and submits a Work Plan to clear any accounting arrears;
- Ensures that the required reports and documents submitted by the various Divisions/Projects of the Authority conform to the requirements of the FAA Act and are properly prepared;
- Answers queries and provides information in relation to financial statements;
- Manages advance accounts to ensure that they are cleared in keeping with established procedures;
- Provides guidance to members of staff on all the complexities and intricacies regarding the preparation of the accounts;
- Directs the preparation of adhoc reports;
- Authorizes transactions/vouchers;
- Directs maintenance of cheque cancellation and updating of reports/records.

***Human Resource Management:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and or organizational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Branch are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Participates in recruitment of staff for the Branch and recommends transfer, promotion and leave in accordance with established human resource policies and procedures;
- Performs any other related duties that may be assigned from time to time by the Director, Finance and Accounts.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills;
- Ability to work in teams;
- Good interpersonal and influencing skills;
- Excellent analytical and judgement skills;
- Good customer relations skills;
- Problem-solving skills;
- Excellent planning and organizing skills;
- Strong leadership skills.

***Technical:***

- Excellent knowledge of the stipulations of the FAA Act;
- Excellent knowledge of the Authority's Policies, Practices and Procedures;
- Excellent knowledge of Government Accounting;
- Excellent mathematical skills with an emphasis on attention to details;
- Competence in the use of spreadsheets and computerized accounting systems;
- Proficiency in the relevant computer applications.

### **Minimum Required Qualifications and Experience**

- Bachelors' 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. end of financial period
- Occasional travel

## **3. Senior Management Accountant (Level 8)**

### **Job Purpose**

Under the direct supervision of the Director, Finance & Accounts Branch, the Senior Management Accountant (Level 8), is responsible for the preparation, coordination and implementation of the Authority's budget. Accordingly, the incumbent is responsible for establishing and operating effective budgeting and cash management systems; serves as the chief advisor to the Director of Finance & Accounts on all management accounting matters relating to the expenditure budgets and other funds and assets under the control of the Authority.

### **Key Responsibilities**

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

- Participates in the development and updating of the Authority's objectives, strategies and Corporate Plan;
- Participates in the quarterly evaluation of the performance of Programme Managers;
- Participates in the preparation of the annual work programme and budget for the Finance and Accounts Division;
- Plans, organizes and directs the work of the Management Accounts Branch, including overseeing the creation of the Branch's Corporate and Operational Plans and Budgets;
- 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 achieved;
- Prepares monthly, quarterly budget and other reports for submission to the Divisional Director.

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

- Advises the Director of Finance on the financial performance of the Authority and on its financial status.
- Provides expert advice and specialist assistance to programme managers.
- Maintains a budgeting system that fits into a timetable and delivers expenditure budgets according to guidelines issued by the Ministry of Finance and the Public Service
- Prepares draft expenditure budgets for the Authority through a process of co-ordination, consultation and consolidation ensuring that such budgets are prepared in accordance with:
  - The ceilings and guidelines outlined in the Budget Call issued by the Chief Executive Officer;
  - The objectives and strategies of the Authority as outlined in its Corporate Plan;
  - The National Economic and Policy Priorities
- Analyses the budget requests from internal Divisions/Branches/Sections/Units to ensure that they reflect the level of allocations and guidelines established by the Authority's senior management team and are supported by realistic implementation plans, where applicable;
- Provides guidance where necessary to Divisions/Branches/Sections/Units, in the preparation of the narratives in support of the budget allocations to ensure that it brings out the specific purposes and performance indicators given in the Corporate Plan;

- Submits the consolidated draft budget estimates to the Director of Finance & Accounts ensuring that it conforms with the prescribed guidelines and that there is adequate time for it to be reviewed and approved by the Chief Executive Officer for submission to the Public Expenditure Division of the Ministry of Finance and the Public Service within the stipulated deadline;
- Reviews in conjunction with Programme Managers the structure of cost recovery/user fees to ensure that all possible scope for user fees/cost recoveries is covered;
- Ensures validity of the estimates of revenue in light of the reasonableness of the existing rates relative to current costs, trends of actual collection and any special factors that will affect future trends etc.
- Prepares annual Estimate of Miscellaneous Revenue and/or Appropriations-in-Aid in accordance with the format stipulated by the CEO;
- Prepares in accordance with the guidelines of the Ministry of Finance and the Public Service the following budget statements for the Authority:
  - Income and Expenditure;
  - Balance Sheet;
  - Cash Flow;
- Maintains control over the level of public expenditure, ensuring that expenditures are kept within budgetary limits and that:
  - High standards of performance are achieved;
  - Value for money is achieved in the management of public finances;
  - Projects are completed on time and within budget.
- Implements and operates an effective cash management system which includes:
  - Allocating the monthly and quarterly warrants in accordance with agreed priorities;
  - Implementing an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control;
  - Ensuring that appropriations-in-aid, if any, are fully realised;
  - Ensuring that expenditure against the approved budget is met from the warrant allocation and not from unauthorised sources such as withholding statutory and other approved deductions, diverting divisional revenue etc.
- Reviews on an on-going basis all bank accounts to ensure that there are no large idle cash balances;
- Establishes and operates a sound system for budget implementation which will ensure proper expenditure management and control in the Authority, including the regularity and propriety of all expenditure incurred, and general compliance with the overall requirements of the FAA Act and the instructions there from;
- Evaluates in conjunction with the Corporate Planning Unit, physical and financial performance in the implementation of the capital projects as well as activities in the recurrent budget;
- Establishes and maintains an effective system for ensuring the prompt receipt of all revenue receivable and all other accounts receivable;
- Ensures that the actual revenue collections are monitored monthly against targets and that in the event of a shortfall in collections, authorised measures are employed to improve collections and bring it in line with targets;
- Ensures that all revenues collected and payable to the Accountant General for Miscellaneous Revenue are remitted promptly and that monthly reconciliation of such revenues with the Accountant General's Department is done;
- Puts in place a sound system of management accounting and reporting to meet operational requirements of the Authority.

***Human Resource Management:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and or initiates corrective action where necessary to improve performance and/or attaining established personal and or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Branch are clearly identified and addressed;
- 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 duties that may be assigned from time to time.

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

### **Core:**

- Good presentation, oral and written communication skills;
- Good analytical and judgment skills;
- Good planning and organizing skills;
- Good problem-solving skills;
- Good interpersonal and influencing skills;
- Good team building skills;
- Good leadership attributes;
- Good customer relations skills.

### **Technical:**

- Excellent knowledge of budgetary systems and procedures, especially the laws regulating principles and practices relating to public sector budget preparation and administration;
- Excellent knowledge of Government Accounting and Financial Administration, FAA Act and Regulations;
- Good knowledge of the organization's policies and procedures and the Fisheries Bill 2018;
- Competence in analyzing and interpreting financial statements and reports;
- Proficiency in the use of relevant computer applications.

## **Minimum Required Qualifications 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
- At least five (5) years related accounting experience.

### **OR**

- Bachelor's Degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized tertiary institution
- Completion of relevant Government Accounting Courses
- At least five (5) years' related experience in Accounting.

### **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. Budget preparation period
- Occasional travel

## **4. Cashier (Level 1)**

### **Job Purpose**

Under the supervision of the Manager, Accounts Payables and Receivables, the Cashier is responsible for the safe custody and lodgment of all funds received on behalf of the National Fisheries Authority. The incumbent also ensures that all vouchers, revenue statements and petty cash are collected and maintained.

### **Key Responsibilities**

#### **Technical:**

- Collects and issues receipts for revenues from sale of fuel, fishing licenses, Cay licenses and other charges, and maintains cash books for all;
- Prepares monthly report detailing revenue collections;
- Prepares and issues petty cash as requested by officers;
- Prepares vouchers for reimbursement of petty cash;
- Prepares bank deposits for lodgment of funds received;
- Makes regular lodgment of revenue collected to the relevant bank accounts;
- Issues official receipts for cheque payments;

- Issues cheque leaves and maintains register;
- Maintains and updates Value book;
- Posts receipts to the FINMAN system;
- Performs any other related duties, which may be assigned.

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

#### **Core:**

- Good oral and written communication skills;
- Strong customer relations skills;
- Good interpersonal skills;
- Ability to work within a team environment;
- Honesty and a high level of Integrity.

#### **Technical:**

- Sound knowledge of Government Accounting Procedures and the Financial Administration and Audit Act;
- Sound knowledge of general accounting principles and practices;
- Working knowledge of Cash Management and security systems;
- Good numeric skills;
- Working knowledge of the operations of Government;
- Working knowledge of the Fisheries Bill 2018 and the Authority's policies and procedures;
- Proficiency in the use of relevant computer applications.

### **Minimum Required Qualifications and Experience**

- Secondary Certificate with four (4) passes in CXC/GCE O' Level including Mathematics or Accounts and English Language;
- Certificate in Government Accounting Level 1;
- One (1) year experience in a similar capacity.

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

- Exposure to risks associated with having custody of money.

Applications accompanied by résumés should be submitted **no later than Tuesday, 26<sup>th</sup> September, 2023 to:**

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

E-mail: [fisherieshr@moa.gov.jm](mailto:fisherieshr@moa.gov.jm)

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**