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**CIRCULAR No. 502**  
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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/be assigned to the following posts in the **National Fisheries Authority**:

1. **Director, Farm Management (Level 8) – (Vacant)**, salary range **\$4,594,306 - \$6,178,831** per annum.
2. **Senior Research Officer (Level 8) – (Not Vacant)**, salary range **\$4,594,306 - \$6,178,831** per annum.
3. **Aquatic Health Specialist (Level 8) – (Vacant)**, salary range **\$4,594,306 - \$6,178,831** per annum.
4. **Senior Aquaculture Extension Officer (Level 7) - (Vacant)**, salary range **\$3,770,761 - \$5,071,254** per annum.
5. **Research Officer (Level 6) (Aquaculture) - (Vacant)**, salary range **\$3,094,839 - \$4,162,214** per annum.
6. **Aquaculture Extension Officer (Level 5) – (Vacant)**, salary range **\$2,478,125 - \$3,332,803** per annum.
7. **Administrative Support Officer (Level 4) – (Vacant) (Farm Management Division)**, salary range **\$1,984,305 - \$2,668,670** per annum.
8. **Aquaculture Technicians (Level 3) – (Vacant) (6 Posts)**, salary range **\$1,550,136 - \$2,084,761** per annum.

**1. Director, Farm Management (Level 8)**

**Job Purpose**

Under the direction of the Principal Director, Aquaculture Division (Level 11), the Director, Farm Management and Production (Level 8), is responsible for developing, co-ordinating and managing the production programme of the Aquaculture Division. This includes production in both freshwater and mariculture facilities. Accordingly, the incumbent co-ordinates the operational activities of the various production units to include tilapia, mariculture species and ornamentals to ensure implementation of best practices, consistent production and good quality. The incumbent also collaborates with the Aquatic Health Specialist and Research Officers to ensure good aquatic health by monitoring and providing information on the growth and performance of the fish stock. Additionally, the incumbent develops plans and budgets for farms/facilities and delivers training programmes targeting potential and existing persons involved in aquaculture.

**Key Responsibilities**

***Management/Administrative***

- Co-ordinates the development of the Operational Plan, work programme and work schedules for the Farm Management and Production Branch;
- Reviews Work Plans and directs staff in the production of aquaculture products to ensure that work is carried out as planned and in accordance with established standards;
- Prepares submission for budgetary provision in respect of the operation of the production farms;

- Collaborates with Procurement personnel to source the materials necessary for the operations of the Branch and makes recommendations accordingly;
- Manages and deploys the material resources necessary for the daily operations of the farms;
- Identifies existing and potential problems and makes recommendations for relevant solutions;
- Organizes and coordinates meetings for the Farm Management and Production Branch, attends meetings of various levels and participates in training sessions as required.

***Technical/Professional:***

- Develops, directs and monitors the annual activities and performance of the farming operations;
- Develops and manages the implementation of strategies to ensure smooth, safe and efficient production farm operations;
- Co-ordinates the activities of various production units e.g. tilapia, mariculture species and ornamentals to ensure ongoing compliance with established standards and best practices as well as consistent and good quality production;
- Ensures the collection of water samples for testing and the maintenance of records of water quality and other environmental data associated with the production of aquaculture products;
- Develops the necessary protocols to ensure the maintenance of equipment including aquaculture vessels;
- Reviews production records to ensure that complete and accurate records are maintained;
- Oversees the management and maintenance of inventory records for aquaculture products and equipment in order to ensure that supplies and materials required for production and farm management are in stock;
- Develops procedures to ensure that equipment are checked regularly and ensures that same are in good working condition;
- Ensures that production units, farm facilities and associated infrastructure e.g. plumbing infrastructure are operational, properly maintained and in good working condition;
- Develops in conjunction with the Aquatic Health Specialist protocols to ensure good aquatic health;
- Provides feedback to research and other relevant units on growth and performance of fish stocks;
- Collaborates with the Senior Research Officer to develop protocols to ensure that aquaculture products are safe for human consumption;
- Develops, in conjunction with the Aquatic Health Specialist, protocols to address the quarantine and treatment of any disease outbreak at the farms;
- Ensures that the farms comply with established and accredited standards for the production of aquaculture products;
- Contributes to the determination of production costs for aquaculture products;
- Collaborates & coordinates with relevant units regarding requests for the purchase and delivery of aquaculture products and makes the necessary production arrangements;
- Co-ordinates with the Regional Aquaculture Extension Officer/Extension Officers regarding the delivery of aquaculture products to fish farmers;
- Prepares and submits monthly, quarterly, annual and other ad hoc reports to keep the Principal Director and other senior management staff informed of the operation and performance of the Farm Management and Production Branch;

***Human Resource:***

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

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

### ***Core:***

- Strong leadership and management skills
- Strong planning & organizing skills
- Good interpersonal and people management skills
- Good oral communication skills
- Strong customer relations and quality focus skills
- Good problem solving and conflict management skills
- Excellent people management skills

### ***Technical:***

- Sound knowledge of the Fisheries Act and related regulations and guidelines
- Sound knowledge of the policies and procedures of the National Fisheries Authority
- Excellent knowledge of Aquaculture production techniques and systems
- Sound knowledge of Fish Farm management practices
- Working knowledge of motor boats operations
- Proficiency in the use of relevant computer applications
- Ability to swim

## **Minimum Required Qualification and Experience**

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

**OR**

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

## **2. Senior Research Officer (Level 8) Livestock**

### **Job Purpose**

Under the general direction of the Director, Aquaculture Research Branch, the Senior Aquaculture Research Officer is responsible for developing, designing, implementing and monitoring research activities to support the sustainable development of Aquaculture. There is a requirement to, inter alia, conduct, evaluate and analyze research findings in order to provide advice and recommendations on improved methods of production, the introduction of new initiatives within the aquaculture environment and the resolution of emerging issues. The incumbent also analyzes research findings and formulates recommendations to support policy development and the implementation of projects. Additionally, the incumbent advises the Director on the development of the annual research agenda and budget.

### **Key Responsibilities**

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

- Collaborates with the Director of Aquaculture Research to develop Operational Plans and to determine the annual research agenda and budget;
- Creates an effective team to achieve the agreed objectives and targets;
- Participates in monitoring the implementation of the Research Branch's Operational Plan to ensure that work is carried out as planned and within budget and that agreed targets are met;
- Develops, in collaboration with staff, work programmes for the accomplishment of aquaculture research plans;
- Deploys material resources necessary for the implementation of the planned initiatives in research;
- Ensures that material and equipment are available in adequate supply and used efficiently, and that research, development and technical support facilities are adequate;

- Provides appropriate communication and knowledge management systems within the Branch and with other internal and external entities to facilitate the sharing of relevant information in an accurate and timely manner;
- Manages continuous performance of staff within the section through the implementation of the PMAS system;
- Represents the Authority at local conferences, seminars and workshops concerning aquaculture research;
- Prepares and submits performance and other reports as required.

***Technical/Professional:***

- Advises the Director of Research on the annual research agenda and the methodology for the conduct of research;
- Maintains and applies current knowledge of research techniques and mechanisms for the aquaculture environment to enhance the efficiency and accuracy of all research;
- Designs and implements experiments, collects, tabulates and analyzes data, summarizes results and submits findings and recommendations to the Director;
- Evaluates and analyzes data on aquatic species, determines scientific out-put and recommends changes in policies, strategies and initiatives to enhance production;
- Calibrates specific research equipment to ensure that correct scientific data is collected;
- Conducts research on the reproduction/propagation, nutrition, growth and production methods of target aquaculture species;
- Conducts research on new and improved aquaculture practices to improve productivity;
- Recommends methods for improved and efficient production of aquaculture products;
- Conducts studies on the production efficiency of tilapia and feed conversion rates with different diets;
- Conducts research in the socio-economics of fish farmers and production costs of fish farming ventures and practices;
- Conducts studies to improve the culturing of oysters and to facilitate their sale to farmers for growing on to marketable size;
- Organizes meetings and events designed to communicate the results of aquaculture research to fish farmers;
- Formulates and/or contributes to monthly, quarterly and annual research reports
- Provides data and documents on research results at technical meetings with stakeholders and the general public;
- Presents research findings to the Director, Aquaculture Research and other internal and external stakeholders in order to expose new initiatives within the aquaculture environment;
- Maintains a relationship with STATIN and PIOJ in support of accessing and sharing research data and analysis;
- Maintains a network of other experts engaged in research in the aquaculture environment to facilitate sharing of relevant information and data;
- Reviews and makes contributions to publications for aquaculture producers and their customers on health management, processing and relevant management practices, based on research;
- Monitors field trials in order to give assistance in identifying and resolving problems;
- Assists the Director, Aquaculture Research in the evaluation of various aquaculture ventures leading to prevention and control measures that minimize their impact on the fish stock;
- Makes recommendations on the technical feasibility of aquaculture projects which are proposed by the Private and Public Sector Agencies in Jamaica.
- Identifies and investigates technical farm problems and makes appropriate recommendations, based on research;
- Responds to fishery management and policy queries regarding the impact of management and policy decisions on aquaculture.

***Human Resource:***

- Provides leadership to direct reports through effective objective setting, planning, delegation, communication, training, mentoring and coaching;
- 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;
- 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;
- Identifies the training needs of direct reports and recommends programmes to facilitate staff training and development; provides career guidance;

- Ensures the welfare and developmental needs of staff are clearly identified and addressed;
- Participates in the development and implementation of a Succession Planning Programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the Branch;
- Recommends disciplinary action to be taken when necessary;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch and Authority's goals;
- Represents the Division/Branch at meetings and workshops locally and internationally;
- Performs any other related duties which may be assigned from time to time.

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

#### ***Core:***

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

#### ***Technical:***

- Good knowledge of the Fisheries Act 2018 and related regulations and guidelines
- Sound knowledge of the policies and procedures of the National Fisheries Authority.
- Excellent knowledge of research methodologies and investigative techniques
- Sound knowledge of aquatic biology, fish genetics, hatchery production and fish pathology
- Good project management skills
- Working knowledge and understanding of fisheries and aquaculture management
- Ability to take scientific knowledge and make recommendations for its incorporation into policy proposals
- Sound Knowledge of the Jamaican Aquaculture industry

### **Minimum Required Qualification and Experience**

- Master's Degree in Natural Science or related discipline
  - Three (3) years' experience in a comparable working environment
- OR**
- First Degree in Natural Science or related discipline
  - Post Graduate Certification in Fisheries or related discipline
  - Three (3) years experience in aquaculture research

### **3. Aquatic Health Specialist (Level 8)**

#### **Job Purpose**

Under the general direction of the Director, Aquaculture Research Branch, the Aquatic Health Specialist is responsible for undertaking the day-to-day monitoring, control and surveillance of the fish health programme and associated research activities geared toward the effective diagnosis, treatment and prevention of aquatic health problems. The Aquatic Health Specialist uses various disciplines including fisheries biology, bacteriology, virology, parasitology and histopathology to provide an accurate evaluation of fish health issues. There is a requirement for the incumbent to provide technical advice to fishers and fish farmers in terms of prevention and control of pathogens in the production system. In addition, the incumbent provides policy guidance, recommends the review of prevention, control and quarantine measures for fish diseases and pathogens as well as provides advice on chemicals and medicines to be used in fish production systems. He/she compiles data and prepares regular and specialized reports.

#### **Key Responsibilities**

##### ***Technical/Professional***

- Formulates the operational plan and budget for the Fish Health Programme;

- Co-ordinates and implements the programme, which is designed to enhance the health of cultured and other fish production/processing systems;
- Co-ordinates with relevant internal and external stakeholders in order to provide accurate evaluations and diagnoses of fish health problems;
- Provides advice on the sources for diagnostic and treatment supplies.
- Deploys material and resources necessary for the implementation of the planned initiatives;
- Collaborates with relevant personnel to ensure that diagnostic and treatment supplies are available in adequate supply and that they are used efficiently;
- Co-ordinates with relevant health authorities to access diagnostic and treatment supplies
- Collaborates with internal and external entities to facilitate the sharing of relevant information;
- Seeks appropriate specialized assistance in determining the etiology of complex fish health problems;
- Represents the Authority in professional fora related to fish health, including internal and external meetings and working groups, as well as local, regional and international conferences, seminars and workshops;
- Writes background papers, briefs, technical reports and other documents, makes presentations at local and international fora, as well as at training workshops for technical staff, fish farmers and other stakeholders;
- Advises the Director of the Research Branch on fish health issues and conducts research to determine new treatment measures, new fish disease quarantines or changes in existing fish disease quarantines;
- Maintains and applies current knowledge of research techniques and mechanisms for the aquatic environment to enhance the efficiency and accuracy of fish health diagnostics;
- Designs and conducts research to address fish health concerns, improve understanding and methods of fish health management, and enhance fish production;
- Conducts fish health inspections at fish hatcheries as well as fish production and processing sites;
- Collects and processes samples according to standard methods for routine surveillance testing/inspections and for diagnostic purposes;
- Co-ordinates with research staff regarding pathogen testing and interpretation of results;
- Disseminates results to research and production staff, extension officers as well as to the Fisheries Statistics and Data Management Branch;
- Conducts annual audits in support of fish health management and aquatic invasive species control, and maintains Fish Health Improvement Plans for the Authority's hatcheries, fishers and fish farmers;
- **Presents research** findings to external stakeholders in order to expose new initiatives within the Fisheries Sector
- Contributes to Extension Education Programmes focused on fish health by preparing and presenting technical information on the subject;
- Collaborates with the Veterinary Services Division (VSD), where necessary, in determining the potential harm of fish imports to the country;
- Makes recommendations on requests for live fish import permits and advises on the movement of fish between production sites;
- Maintains a network of other experts engaged in the evaluation and diagnosis of fish diseases to facilitate sharing of relevant information and data
- Makes contributions to and prepares publication for fish producers and their customers on fish health management practices;
- Assists the Authority in the evaluation of various fish and fish product ventures by undertaking surveillance for fish pathogens and making appropriate recommendations;
- Performs other related duties which may be assigned from time to time by the Director, Aquaculture Research Branch

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

#### **Core:**

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

#### **Technical:**

- Sound knowledge of the Fisheries Act 2018 and related regulations and guidelines
- Sound knowledge of the policies and procedures of the National Fisheries Authority.

- Sound knowledge of the standard methods for identifying infectious agents and other causes of morbidity/mortality in fish and the techniques for preventing and treating fish diseases.
- Sound knowledge of Fish Health research methodologies and techniques
- Sound knowledge of fish pathology, parasitology, aquatic biology, fish genetics and hatchery production
- Sound knowledge of drugs and their recommended use and dosage levels for control of fish disease
- Working knowledge of fish production practices, nutritional requirements and ingredients used in fish diets

#### **Minimum Required Qualification and Experience**

- Doctor of Veterinary Medicine
- OR**
- Master's Degree in Natural Sciences or related area of study, **plus**
  - Specialized training in Fish Health diagnosis, treatment and management

#### **4. Senior Aquaculture Extension Officer (level 7)**

##### **Job Purpose**

Under the direction of the Regional Aquaculture Extension Officer, the Senior Aquaculture Extension Officer is responsible for the co-ordination of extension activities at the parish level in order to ensure that the policies, plans and programmes to facilitate aquaculture development and management are implemented. Accordingly, the incumbent implements programmes to ensure technology transfer, training, capacity building and the facilitation of interventions to support the development and efficient operation of the aquaculture production value chain within the parish. The incumbent implements projects to facilitate socio-economic development, conducts feasibility studies to determine the viability of aquaculture businesses in the parish and prepares, reviews and analyses estimates of costs. He/she also monitors the impact of the extension policies at the Parish level and provides feedback, thereby creating linkages between the needs of the sector and research activities. Additionally, the incumbent co-ordinates the implementation of field days, other extension training methodologies and related activities among fish farmers and other stakeholders at the parish level.

##### **Key Responsibilities**

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

- Guides and conducts site evaluations; samples soil to determine the suitability of the clay content for fish farming on the proposed site;
- Prepares farm plans for the development of viable fish farms and fish farm complexes within the parish;
- Visits and supervises visits to fish farmers to sample the pond and check on water quality, growth rates and the regulation of feed and fertilizer application rates;
- Collaborates with the Pond Construction Specialist to provide technical information on pond construction to farmers at the parish level;
- Monitors the progress of pond construction and renovation projects to ensure that timelines are met, construction is done to agreed specifications and is consistent with all regulations;
- Determines the suitability of water sources at different locations within the parish to ensure that availability is not a deterrent to sustainability of construction of ponds
- Liaises and coordinates with representatives of other agencies involved in environmental and land management matters, for example, the National Environment and Planning Agency (NEPA) and the Agricultural Land Management Division (ALMD) to facilitate the resolution of issues and support the development of aquaculture in the parish;
- Plans and guides the development and establishment of fish farm/farmer clusters within the parish in order to transfer technical knowledge for the conservation, management and development of the aquaculture sub-sector;
- Provides technical advice on problems/issues identified on aquaculture farms in order to recover "at risk" fish stock;
- Liaises and co-ordinates with representatives of the Veterinary Services Division (VSD) for guidance in managing disease outbreaks and disease diagnosis;

- Investigates offences, prepares preliminary reports for transmission to the Compliance and Legal Services component for further action;
- Provides advice to owners of recreational facilities on the types and size of fish they are legally allowed to keep and species they are permitted to import;
- Works with planning authorities, ensuring that new buildings do not have adverse impact on aquaculture;
- Liaises with Compliance and Licensing personnel regarding requests for licenses and permits and makes appropriate recommendations;
- Creates and guides relationships between farmers, economic groupings and other institutions and agencies within the parish regarding aquaculture affairs, in order to enhance the development of the sub-sector;
- Provides technical expertise and monitors the development and construction of large Government aided fish farm projects;
- Participates in the development of parish training programmes, conducts training courses in Aquaculture for farmers, students from Agricultural Schools, other institutions and individuals as requested; updates technical knowledge by attending aquaculture seminars and workshops;
- Provides relevant technical advice to farmers and develops relationships to strengthen aquaculture in the parish;
- Participates in conducting inspections of imports at Ports of Entry to ensure that aquatic organisms imported comply with the relevant permits and standards;
- Writes a variety of reports, briefs, notes and documents for submission to the Regional Aquaculture Extension Officer;
- Performs any other related duties, which may be assigned.

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

- Participates in the formulation of regional aquaculture plans and programmes;
- Supervises the implementation of programmes and projects in the parish to ensure that work is carried out effectively and that the agreed targets are met;
- Participates in the organization of fishery meetings, seminars and workshops within the parish;
- Prepares monthly, quarterly, annual reports and any other ad hoc reports that may be required.
- Represents the Aquaculture Extension Services Branch at conferences, seminars and workshops on aquaculture and related matters;

#### ***Human Resource***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff supervised 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.

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

##### ***Core:***

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

##### ***Technical:***

- Sound knowledge of the Fisheries Act and related regulations and guidelines
- Sound knowledge of the policies and procedures of the National Fisheries Authority.
- Good programme development and project management skills
- Sound knowledge of local and international aquaculture production systems



- Working knowledge of local and international standards for fish disease and invasive species management
- Good understanding of the nature and properties of soil and water quality
- Working knowledge of economics and business management principles and practices
- General awareness of environmental factors that impact or are affected by aquaculture

### **Minimum Required Qualification and Experience**

- BSc. Degree in Aquaculture, Agriculture or related discipline **OR** equivalent qualifications
- Two (2) years experience in Fish Production and Extension Methodology and working in an organisation of similar size and complexity

## **5. Research Officer (Level 6) (Aquaculture)**

### **Job Purpose**

Under the supervision of the Senior Aquaculture Research Officer, the Aquaculture Research Officer is responsible for undertaking the day-to-day research activities in order to facilitate the development of policies and projects for the management and sustainability of the Aquaculture Sub-Sector. There is a requirement to undertake research studies on food fish, ornamental fish and shellfish in fresh and salt water environments and to document and present findings and recommendations to the Director, through the Senior Research Officer. The incumbent also conducts research on new and improved aquaculture practices and formulates recommendations to improve productivity. Additionally, the incumbent contributes to the development of the research agenda and budget and provides technical advice and training to relevant stakeholders.

### **Key Responsibilities**

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

- Provides advice on the research agenda and the conduct of research; prepares drafts of plans and budgets for research studies and submits, through the Senior Research Officer, to the Director of Aquaculture Research for review and finalization;
- Supports the Senior Aquaculture Research Officer in conducting and implementing experimental designs;
- Collects, tabulates and analyzes data, summarizes results and submits complex findings to the Director for further analysis and finalization;
- Assists in identifying, designing implementing and monitoring sound research projects geared towards enhancing aquaculture industry development;
- Participates in evaluating and analyzing data on aquatic species to determine scientific out-put and recommends relevant changes;
- Assists in conducting research on the reproduction/propagation, nutrition, growth and production methods of target aquaculture species;
- Participates in conducting research on new and improved aquaculture practices to improve productivity;
- Conducts experiments on improved methods for greater utilization of farm raised fish for food distribution throughout the Island;
- Submits findings on methods for improved and efficient production of aquaculture products for review;
- Assists in conducting studies on the production efficiency of tilapia and feed conversion rates with different diets;
- Participates in conducting research into the socio-economics of fish farmers and production costs of fish farming ventures and practices;
- Collaborates with the Senior Aquaculture Research Officer to conduct studies to improve the culturing of oysters in order to facilitate their sale to farmers for growing on to marketable size;
- Maintains and applies current knowledge of research techniques and mechanisms for the aquaculture environment to enhance the efficiency and accuracy of all research;
- Modifies, operates and repairs research equipment for the development of research data as required;
- Presents research findings to Director, Aquaculture Research and other internal stakeholders in order to expose new initiatives within the aquaculture environment;
- Documents research results and provides data for technical meetings, technical papers and for sharing with local, regional and international scientific bodies;

- Participates in meetings and events designed to communicate the results of aquaculture research to fish farmers, other stakeholders and the general public;
- Maintains a relationship with STATIN, SRC and PIOJ in support of accessing and sharing research data and analysis;
- Maintains a network of other experts engaged in research in the aquaculture environment to facilitate sharing of relevant information and data;
- Makes contributions to publications for aquaculture producers and their customers on health management, processing and relevant management practices, based on research;
- Undertakes field trials in order to give assistance in identifying and resolving problems;
- Assists the Senior Aquaculture Research Officer in the evaluation of various aquaculture ventures leading to prevention and control measures to determine their impact on the fish stock;
- Makes recommendations on the technical feasibility of aquaculture projects which are proposed by the Private and Public Sector agencies in Jamaica;
- Assists in identifying, developing and implementing training programmes for fish farmers and other interest groups;
- Drafts analytical reports and makes relevant recommendation on the performance of the Branch's special research projects;
- Contributes to the preparation of monthly, quarterly and annual research reports;
- Assists in coordinating aquaculture research activities that involve relevant fisheries stakeholders and interest groups;
- Assists in monitoring the production activities and performance of the Branch's facilities;
- Assists in responding to queries regarding the impact of management policies and plans, based on research;
- Represents the Division/Branch at meetings and workshops locally, regionally and internationally;
- Performs any other related duties which may be assigned from time to time.

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

#### ***Core:***

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

#### ***Technical:***

- Good knowledge of the Fisheries Act 2018 and Regulations
- Good knowledge of the Authority's policies and procedures
- Sound knowledge of research methodologies and investigative techniques
- Working knowledge of Aquaculture research techniques
- Knowledge of Project management
- Working knowledge and understanding of aquaculture and fisheries management
- Ability to take scientific knowledge and make recommendations for its input into policy proposals
- Knowledge of the Jamaican aquaculture industry

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in the Natural/Social Sciences or similar discipline;
- Two (2) years experience in a comparable research environment.

## **6. Aquaculture Extension Officer (Level 5)**

### **Job Purpose**

Under the supervision of the Senior Aquaculture Extension Officer (Level 7), the Aquaculture Extension Officer (Level 5) is responsible for working, on a day-to-day basis, directly with fish farmers and fisheries organizations at the parish level to facilitate aquaculture development and management through the implementation of extension plans, policies and programmes. Accordingly, the incumbent conducts site evaluations, monitors fish farms by assessing water quality and growth rates and by regulating feed and fertilizer rates, among other activities. The incumbent also facilitates technology transfer by providing on-farm consultations and training and

provides data and information to facilitate research. He/she participates in the formation of fish farm clusters to create linkages between stakeholders at the parish level. Additionally, the incumbent collaborates with personnel from other government agencies to facilitate the development of aquaculture in the parish.

### **Key Responsibilities**

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

- Conducts site evaluations and samples soil to determine the suitability of the clay content of the proposed site for fish farming;
- Determines the suitability of water sources at different locations within the parish, in terms of quality and quantity, to ensure that the supply is not a deterrent to sustainability of fish farms;
- Participates in the preparation of farm plans for the development of viable fish farms in the parish;
- Visits fish farmers to monitor fish production by sampling the pond and testing water quality, growth rates and the regulation of feed and fertilizer application rates.
- Contributes to plans for the development and establishment of parish fishery organizations through which technical advice for the conservation, management and development of the fishery industry is provided;
- Provides technical advice on problems/issues identified on aquaculture farms in order to recover “at risk fish stock”;
- Investigates offences and prepares preliminary reports for submission to the Compliance and Legal Services Divisions for further action;
- Provides advice to owners of recreational facilities on the types and size of fish they are legally allowed to keep and the species they are permitted to import;
- Liaises with representatives of other agencies involved in environmental and land management matters, for example, the National Environment and Planning Agency (NEPA) and the Agricultural Land Management Division (ALMD) to facilitate the resolution of issues and support the development of aquaculture in the parish;
- Provides data and information to the Compliance, Licensing and Statistics Division, through the Senior Aquaculture Officer, to facilitate the investigation of offences and the granting of licences and permits;
- Creates relationships between farmers, economic groupings and other institutions and agencies within the parish concerned with aquaculture affairs;
- Monitors the progress of construction/renovation of fish ponds and provides relevant reports;
- Participates in delivering training courses in Aquaculture to fish farmers, students from Agricultural schools, other institutions and individuals, and updates technical knowledge by attending aquaculture seminars and workshops;
- Provides relevant technical advice to farmers including sources and costs of fertilizer (organic and/or inorganic) and feed;
- Participates in conducting inspections of imports at Ports of Entry to ensure that aquatic organisms imported comply with the relevant permits and standards;
- Inspects permits to ensure that the required permits are obtained for the introduction of live aquatic organisms within the parish;
- Provides Cost Return Estimates for fish farming ventures;
- Participates in the development of the parish aquaculture programme
- Advises and demonstrates methods of weed control;
- Prepares Reports for submission to the Branch and Divisional Head through the Senior Aquaculture Extension Officer;
- Assists in organizing meetings and conferences within the parish;
- Performs any other duties that may be assigned from time to time by the Senior Aquaculture Extension Officer or other senior aquaculture staff;

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

#### ***Core:***

- Good oral and written communication skills
- Good people management and interpersonal skills
- Good teamwork and cooperation skills
- Good planning and organizing skills
- Good customer relations and quality focus skills
- Good problem solving and conflict management skills
- Good leadership skills
- Ability to display initiative

- Good integrity

***Technical:***

- Understanding of local & international aquaculture production techniques
- Understanding of local & international standards for fish disease management
- Understanding of the nature and properties of soil and water quality
- Basic Knowledge project management
- Basic knowledge of economics and business management principles and practices
- Knowledge of the Fisheries Act 2018 and the attendant regulations
- Knowledge of the policies and procedures of the National Fisheries Authority.
- Proficiency in the use of relevant computer applications
- General awareness of environmental factors that impact or are affected by aquaculture
- Ability to prepare and deliver training material

**Minimum Required Qualification and Experience**

- Associate Degree in Aquaculture, Agriculture or related discipline
- OR**
- Diploma in Aquaculture, Agriculture or related discipline
  - Two (2) years experience in a comparable work environment

**7. Administrative Support Officer (Level 4) (Farm Management Division)**

**Job Purpose**

Under the direction of the Director of the Farm Management and Production Branch, the Administrative Support Officer is responsible for the provision of clerical and administrative support for the Branch and acts as the communication linkage with other Branches and Divisions. The incumbent arranges meetings, prepares correspondence and maintains a proper filing system to facilitate easy access and security of files for the Farm Management and Production Branch.

**Key Responsibilities**

- Maintains client relationships and communication with key stakeholders;
- Prepares agenda and makes arrangements for meetings;
- Researches and compiles information as required for various meetings;
- Attends meetings, records minutes and prepares for circulation;
- Provides necessary support to the Director including following up on action items and their implementation;
- Takes dictations, transcribes and prepares documents for signature;
- Prepares draft letters, memoranda and reports from notes;
- Composes routine correspondence for the Director;
- Receives, opens, sorts and distributes incoming and outgoing correspondence;
- Maintains a record for all incoming and outgoing files and correspondence;
- Files correspondence and other materials and maintains a record of the movement of files;
- Maintains an up-to-date filing system to ensure easy retrieval and security of documents and files;
- Screens and refers calls and visitors to relevant officers;
- Maintains diary and schedules appointments;
- Accesses and sends e-mail via internet;
- Faxes/photocopies documents;
- Monitors the attendance register in the Branch and prepares monthly attendance reports; for submission to the Principal Director's office;
- Monitors attendance and leave register for officers in the Branch.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good interpersonal skills
- Good written and oral communication skills
- Good organizational and time management skills

- Ability to maintain integrity and confidentiality
- Ability to manage internal and external relationships
- Teamwork and cooperation skills
- Initiative, tact and diplomacy

***Technical:***

- Good knowledge of the policies, programmes and regulations of the NFA.
- Good knowledge of administrative and secretarial practices and procedures
- Knowledge of modern office procedures
- Knowledge of records/file management
- Problem solving and conflict management skills.
- Proficiency in shorthand, speedwriting and typewriting
- Ability to transcribe material in a clear, accurate and acceptable manner.
- Minutes and report writing skills.
- Proficiency in the use of relevant computer applications.

**Minimum Required Qualification and Experience**

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

**OR**

- Diploma in Public Administration or Business Administration or Management Studies.
- Graduation from an accredited School of Secretarial 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

**8. Aquaculture Technicians (Level 3) (6 Posts)**

**Job Purpose**

Under the supervision of the Senior Research Officer, the Aquaculture Technician ensures the husbandry and production of food fish, ornamental fish, mollusks and crustaceans to facilitate production and research related activities. The incumbent also ensures the maintenance of production and farm facilities.

**Key Responsibilities**

***Technical/Professional:***

- Seines fish ponds by using seines of various types and other fish handling equipment;
- Catches, grades and manually separates male and female fish;
- Samples fish to obtain data for growth rate;
- Catches, grades and stocks seed stock into production units;
- Feeds juvenile and adult fish;
- Prepares production and maintains production units;
- Cannibalizes brood ponds to remove recruited fish;
- Maintains infrastructure associated with production units;
- Assists in the construction/preparation of gear/material associated with the production of aquaculture products;
- Catches, prepares and accompanies seed stock to various fish farms/aquaculture facilities for stocking;
- Samples and restocks production units for new farmers;
- Assists in the recording/collection of data;
- Collects water quality and environmental data and forwards same to supervisor in established format;
- Collects fish of various species from farms and makes available to the laboratory for testing and research purposes;
- Assists with the maintenance of aquaculture farm equipment;

- Undertakes regular monitoring of fish being farmed;
- Maintains record of activities undertaken and ensures that these are kept secure and accessible at all times;
- Prepares and submits reports to the Senior Aquaculture Research Officer for higher level planning activities;
- Liaises with Supplies Clerk to ensure the delivery of supplies and equipment from stores;
- Reports maintenance needs of project equipment;
- Demonstrates fish farming practices at workshops/seminars;
- Assists in setting up booth, production units and display for exhibitions;
- Performs any other related duties which may be assigned from time to time by the Senior Research Officer.

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

#### ***Core:***

- Good interpersonal skills
- Ability to communicate both orally and in writing
- Ability to work in teams
- Good customer relations skills

#### ***Technical:***

- Working knowledge of aquaculture techniques
- Knowledge of the operations of Government/Knowledge of the Authority's policies and procedures
- Sound knowledge of basic mathematical principles

### **Minimum Required Qualification and Experience**

- Secondary School education
- Demonstrated experience in fish farming

### **Special Conditions Associated With The Job**

- Exposure to long periods in direct sunlight
- Exposure to harmful chemicals such as caustic soda
- Exposure to long periods in water with high phytoplankton bloom and nutrient loads
- May encounter predatory animals

Applications accompanied by résumés should be submitted **no later than Wednesday, 13<sup>th</sup> November, 2023 to:**

Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens  
Kingston 6

Email: [hrm@moa.gov.jm](mailto:hrm@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)