



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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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 (NFA)**:

1. **Senior Director, Capture Fisheries Extension Services (Level 9) – (Vacant)**, salary scale \$5,597,715 - \$7,528,304 per annum;
2. **Capture Fisheries Management Specialist (Level 8) – (Vacant)**, salary scale \$4,594,306 - \$6,178,831 per annum;
3. **Fisheries Economist (Level 8) – (Vacant)**, salary scale \$4,594,306 - \$6,178,831 per annum;
4. **Fisheries Social Scientist (Level 7) – (Vacant)**, salary scale \$3,770,761 - \$5,071,254 per annum;
5. **Senior Compliance Officer (Level 7) – (Vacant) – (Westmoreland/Hanover)**, salary scale \$3,770,761 - \$5,071,254 per annum;
6. **Geographic Information Systems (GIS) Specialist (Level 6) – (Vacant)**, salary scale \$3,094,839 - \$4,162,214 per annum;
7. **Research Officer (Level 6) – Capture Fisheries – (Vacant)**, salary scale \$3,094,839 - \$4,162,214 per annum;
8. **Capture Fisheries Extension Officer (Level 5) – (2 posts – 1 Vacant; 1 Not Vacant)**, salary scale \$2,478,125 - \$3,332,803 per annum;
9. **Systems Administrator (Level 5) – (Vacant)**, salary scale \$2,478,125 - \$3,332,803 per annum;
10. **IT Infrastructure Engineer (Level 5) – (Vacant)**, salary scale \$2,478,125 - \$3,332,803 per annum;
11. **Administrative Support Officer – Fisheries Extension Services Branch (Level 4) – (Vacant)**, salary scale \$1,984,305 - \$2,668,670 per annum;
12. **Compliance Officer (Level 3) – (13 Vacant Posts – St. Elizabeth; Manchester; Hanover; Clarendon; St. Thomas; Portland and St. Mary)**, salary scale \$1,550,136 - \$2,084,761 per annum;
13. **Small Boat Operator (Level 3) – (Vacant)**, salary scale \$1,550,136 - \$2,084,761 per annum;
14. **Small Boat Repair Technician (Level 3) – (Vacant)**, salary scale \$1,550,136 - \$2,084,761 per annum.

1. Senior Director, Capture Fisheries Extension Services (Level 9)

Job Purpose

Under the general direction of the Principal Director, Capture Fisheries Division, the Senior Director, Capture Fisheries Extension Services (level 9), directs the operations of the Branch.

The incumbent is responsible for the design, development and management of the Capture Fisheries Extension Programme. The incumbent also participates in the planning, organization, development and administration of systems, procedures and programmes for the development

and management of Capture Fisheries in Jamaica. Accordingly, the incumbent provides technical advice, briefings and support to the Principal Director of the Capture Fisheries Division and other senior officials.

The Senior Director, Capture Fisheries Extension Services, is also responsible for evaluating and monitoring the performance and effectiveness of fisheries development and management activities with respect to the engagement of Capture Fisheries stakeholders. The post provides advice to inform decision-making relating to the implementation of activities and performance outputs within the extension services regime. Additionally, the incumbent participates in and contributes to the Authority's Strategic Planning and Budgeting processes, as a member of the Senior Management Team.

Key Responsibilities

Management/Administrative:

- Manages the programmes and activities of the Capture Fisheries Extension Services Branch, in accordance with the established policies, laws and regulations of the Authority;
- Develops the Branch's Operational Plans and Policies and monitors to ensure that work is carried out as planned;
- Prepares the Branch's Budget and manages funds required for programmes/projects;
- Ensures that all required processes, systems and controls are in place to enable achievement of the Branch's objectives;
- Manages the Work Programme of the Branch to ensure that there is operational efficiency and that agreed targets are met;
- Develops, in collaboration with staff, Work Programmes for the accomplishment of island-wide extension services;
- Ensures that the physical and material resources necessary for the implementation of the planned extension initiatives are available in adequate supply and used efficiently;
- Represents the National Fisheries Authority (NFA) at international conferences, seminars and workshops concerning fish production, distribution and sustainability.

Technical/Professional:

- Develops, co-ordinates and monitors the implementation of an effective Extension Programme for Capture Fisheries;
- Monitors the various technical assistance services to fishers, e.g. boat maintenance and repairs;
- Develops proposals for the implementation of benefits such as subsidies and incentives to fishers, ensuring that the system is not abused;
- Promotes the use of fish aggregating devices and artificial reefs in order to improve catches;
- Co-ordinates the development and implementation of business arrangements to assist fishes with marketing;
- Collaborates with the Research Branch to develop and implement production measures aimed at enhancing the value chain;
- Collaborates with the Director of Compliance and Licenses to report breaches of regulations by fishers;
- Participates in and contributes to an efficient system of fishery data collection in order to facilitate the planning process;
- Develops strategies/programmes for the dissemination of information to fishers and other stakeholders; ensures that same is effectively implemented;
- Analyzes and interprets relevant information/data provided by the extension services and/or the Director, Data and Information Management;
- Evaluates and monitors the performance and effectiveness of fisheries development and management activities with respect to the engagement of Capture Fisheries stakeholders;
- Liaises with the local, regional and international Government and Non-government Organizations concerned with conservation and sustainable utilization of marine species;
- Participates in workshops and seminars to share technical information on extension services matters;
- Ensures compliance with local and international seafood standards;
- Recommends the revision of policy guidelines in order to meet the global changes in the Fishing Industry.

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 attain 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;
- Collaborates with the Principal Director, Capture Fishery and the Human Resource Management Unit 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;
- 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 Branch are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Authority's goals;
- Performs any other related duties that may be assigned from time to time by the Chief Executive Officer and/or the Principal Director.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership, management and customer relations skills
- Good interpersonal and people management skills
- Good oral and written communication 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 knowledge of Public Sector laws, rules and guidelines and of the Ministry's policies and procedures
- Excellent knowledge of fishery extension principles, methods and techniques
- Excellent knowledge of Capture Fishery production
- Good project management skills
- Sound business management and development skills

Minimum Required Qualification and Experience

- Master's Degree in Fisheries, Marine Biology or related discipline;
- Six (6) years related experience, three (3) years of which should be in a Senior Management capacity;

OR

- Bachelor of Science Degree in Fisheries, Marine Biology or related discipline;
- Eight (8) years related experience, two (2) years of which should be in a Senior Management capacity.

2. Capture Fisheries Management Specialist (Level 8)

Job Purpose

Under the direction of the Senior Director, Capture Fisheries Planning, Development and Management (Level 9), the Capture Fisheries Management Specialist (Level 8) has the responsibility to support the Senior Director in the development and implementation the Fisheries Management Plans to ensure proper conservation, protection and management of the natural (marine and riverine) fishable resources.

The incumbent also participates in the planning, organization, development and administration of systems, procedures and programmes for the development and management of Capture Fisheries in Jamaica. Accordingly, the incumbent provides technical advice, briefings and support to the Senior Director of the Capture Fisheries Planning, Development and Management Unit and other senior officials.

Key Responsibilities

Technical/Professional:

- Assists in developing the Capture Fisheries component of the Authority's Strategic Plan;
- Participates in the preparation of Operational Plans and Budgets for the Capture Fisheries Planning, Development and Management Unit;
- Provides technical information and advice on the Fisheries Development Plan and related matters to the Senior Director, Capture Fisheries, Planning, Development and Management Unit, other Government Agencies, NGO's, the Fishing Industry, potential investors and the general public;
- Represents the Capture Fisheries Planning, Development and Management Unit at conferences, seminars and workshops on Capture Fisheries and related matters;
- Prepares and presents relevant papers at these conferences/seminars/workshops;
- Evaluates the capacity of the Section and the Branch to effectively manage the National Fisheries resources and makes recommendations as necessary;
- Ensures timely submission of all reports, documents/information requested from Senior Director, Capture Fisheries Planning, Development and Management Unit;
- Participates in the development and implementation of the Fisheries Development Plan;
- Monitors the implementation of the plan; identifies deficiencies in terms of strategy and makes recommendation for corrective action;
- Conducts stakeholder analysis of the Fisheries; determines the roles and responsibilities of different stakeholders in the management process, including any co-management arrangements;
- Evaluates the effectiveness of the management measures utilized to achieve the objectives of protecting the resources from over exploitation;
- Develops and implements specific fishery conservation strategies, including the management of the Fish Sanctuaries Programme;
- Develops, manages and monitors User Rights and Quota based Fishery Management Systems;
- Ensures timely and accurate dissemination of information;
- Liaises with the local and regional, governmental and non-governmental organizations concerned with the conservation and sustainable utilization of marine species;
- Participates in workshops and seminars to share technical knowledge relating to Fisheries Management;
- Ensures the adaptation of local and international seafood standards through the Organization of workshops, seminars and training courses;
- Recommends the revision of policy guidelines in order to meet the global changes in the Fishing Industry;
- Evaluates and reviews the Management Plan as needed or based on the agreed timetable for monitoring the State of Fisheries whilst providing for ongoing consultation with the Fisheries stakeholders;
- Performs other related duties as assigned by the Senior Director, Capture Fisheries Planning, Development and Management Branch.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership and management skills
- Good interpersonal skills
- Good oral and written communication skills
- Good problem-solving, decision-making and conflict management skills
- Good customer and quality focus skills

Technical:

- Good knowledge of the Fisheries Act 2018 and related Regulations
- Good knowledge of policies and procedures of the National Fisheries Authority
- Knowledge of the operations of Government
- Excellent knowledge of Fisheries management and conservation principles
- Proficiency in the use of relevant computer applications.
- Good project management skills
- Sound knowledge of Fisheries legislation and other regional and international, laws, conventions and agreements

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 Management or related discipline;
- Three (3) years' experience in a comparable working environment.

Special Conditions Associated with the Job

- Exposure to challenges and crises which require response at short notice;
- Will be required to travel island-wide (including travelling to remote locations) and overseas, for short periods;
- May be required to work for extensive periods in the field;
- Moderate exposure to harsh environmental conditions;
- Exposure to working in volatile communities.

3. Fisheries Economist (Level 8)**Job Purpose**

Under the general direction of the Director, Fisheries Statistics and Data Management, the Fisheries Economist (Level 8) designs, develops and appraises economic plans, programmes and projects for the Fisheries Sector, to ensure that they are technically and economically sound in order to create an enabling environment for the growth and development of the Sector. The incumbent facilitates consultation between the Authority and stakeholders prior to the implementation of these plans, programmes and projects.

The incumbent is required to formulate economic analyses, feasibility studies and other reports as required and to represent the Authority at meetings and seminars locally, regionally and internationally.

Key Responsibilities***Technical/Professional:***

- Devises methods to obtain data, uses sampling techniques and creates and uses various econometric modeling techniques to develop forecasts;
- Analyzes data to test the effectiveness of plans, projects, products or devices and advises of suitability;
- Explains research methodology and justifies conclusions;
- Writes technical reports on economic trends and forecasts;
- Formulates Fisheries Development Plans, Programmes and Strategies for implementation in the Fisheries Sector;
- Prepares Briefs, Reports and Studies relating to the Authority's programmes, plans and projects;
- Analyzes and classifies fisheries data from various Agencies, such as STATIN, PSOJ, WTO, with a view to obtaining necessary information to assist in planning and decision making;
- Prepares detailed project documents/proposals for international and local funding;
- Conducts rigorous economic, financial and sensitivity analyses such as IRR and NPV computations to ensure that viability is achievable and sustainable;
- Liaises with a range of fisheries stakeholders and ensures stakeholders' input in the development of plans, programmes and projects;
- Submits critical appraisals of projects, plans and programmes for review before implementation by carrying out careful analysis and consultations to ensure accuracy, consistency, relevance and suitability;
- Performs pre-feasibility studies using various economic models developed to guide the planning process in the Fisheries Sector;
- Conducts surveys on various fisheries enterprises to obtain relevant information and analyzes results for proper guidance in the planning process;
- Develops Opportunity Profiles for viable fisheries enterprises and promotes these profiles to interested stakeholders;
- Provides technical assistance to internal and external stakeholders on economic and financial methodologies and applications;
- Participates and makes recommendations on various Technical Committees, guiding the development of projects, plans and programmes;
- Liaises with local, regional and international Organisations/Agencies on fisheries economic matters, issues and data;

- Participates in the development and dissemination of economic advice and information to other Government Agencies and NGO's in respect of fisheries issues as requested;
- Conducts Fisheries Training Sessions and makes presentations at various meetings and seminars locally or overseas, as required;
- Keeps abreast of best practices and developments in the field of Economics, Finance and Business, to guide the development of the Fisheries Sector;
- Represents the Director at selected meetings and on various Committees;
- Performs other functions assigned by the Director from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Strong organizing and research skills
- Strong problem-solving, team building, decision-making and analytical skills
- Good oral and written communication skills
- Excellent interpersonal skills
- Strong customer service skills
- Ability to organize and analyze data and make sound inferences and recommendations
- Ability to work under pressure, often to meet tight deadlines

Technical:

- Good knowledge of the Fisheries Act 2018 and related regulations and guidelines
- Knowledge of the policies and procedures of the National Fisheries Authority
- Good knowledge of Public Sector laws, regulations and guidelines
- Excellent knowledge of Economics, Finance and Planning principles
- Sound knowledge of Project Formulation, Appraisal, Implementation and Management
- Proficiency in the use of the relevant computer applications

Minimum Required Qualification and Experience

- Masters Degree in Social or Natural Sciences or related discipline, with courses in Economics;
 - Three (3) years related experience in a comparable working environment;
- OR**
- Bachelor's Degree in Social or Natural Sciences or related discipline, with courses in Economics;
 - Post-graduate certification in Economics or related discipline;
 - Three (3) years related experience in a comparable working environment.

Special Conditions Associated with the Job

- May be required to work extended hours to meet programme deadlines;
- Adverse working conditions may be encountered while conducting surveys;
- Will be required to travel island-wide (including travel to remote location and overseas, for short periods;
- Will be required to work for extensive periods in the field;
- Moderate exposure to harsh environmental conditions.

4. Fisheries Social Scientist (Level 7)

Job Purpose

Under the general direction of the Director, Capture Fisheries Extension Services Branch, the Fisheries Social Scientist designs and implements sociological models to strengthen and promote inclusive growth, poverty reduction, gender equality and other sociological benefits to enhance the management and development of the Fisheries Sector.

The incumbent is also required to develop strategic linkages with fishers, fish farmers and relevant groups and associations, to establish stakeholder networks and to develop group dynamics techniques and tools to enhance group performance in targeted fishing and fish farming communities.

Key Responsibilities

Technical/Professional:

- Designs and plans programmes, projects and initiatives in keeping with best practices and GOJ guidelines;
- Collaborates with various stakeholders to determine specific research projects and to plan sociological interventions and to ensure that they are implemented in accordance with the Authority's Programmes and Work Plans;
- Keeps abreast of trends and developments in the Social Sciences and research fields and develops and designs appropriate strategies, methodologies, tools and techniques to achieve targets;
- Collaborates and shares information with local, regional and international organizations on the best practices for the inclusion of stakeholders in the innovation and sustainable utilization of fisheries resources;
- Undertakes investigations and research to support social objectives for the development and management of the Fisheries Sector;
- Analyzes and interprets data in order to increase the understanding of human social behavior within the targeted groups/communities;
- Collaborates with research workers in other Agencies, Ministries and Organizations, to promote social objectives for the development and management of the Fisheries Sector;
- Collects data on the attitudes, values and behaviors of fisheries stakeholders, using observation, interviews, document reviews and other methodologies;
- Develops, co-ordinates and maintains databases for the storage of social and other fisheries related data for the Sector;
- Consults with and advises the Director and internal and external stakeholders, on social issues and policies, as well as the implications of research findings relating to the Fisheries Sector;
- Develops, implements and evaluates methods of data collection such as questionnaires and focus groups;
- Works with planning and other groups to determine the potential impacts and mitigative measures to safeguard fisheries stakeholders during the implementation of developmental projects and programmes;
- Plans and conducts social surveys to determine stakeholders' needs and capabilities, to include issues relating to gender, youth and vulnerable groups and their willingness to adapt to new innovations and projects to be implemented;
- Plans and guides the development of fishers, fish farmers and community-based organizations in order to transmit best practices on conservation, management and development of the Fisheries Industry;
- Provides technical advice and writes Technical Reports and Publications containing research findings;
- Develops approaches to the solution of fisher groups' problems based on sociological data and findings;
- Analyzes and interprets relevant information and makes recommendations to the Director on new projects and programmes to meet global changes in the Fisheries Sector;
- Develops problem intervention procedures, utilizing techniques, such as interviews, consultations, role playing and observation of group interactions;
- Observes group interactions and role affiliations to collect data, identify problems, evaluate progress and determine the need for change;
- Writes Monthly/Quarterly, Annual and Special Reports;
- Manages and evaluates projects and programmes and ensures high standards of operation and expenditure control;
- Investigates stakeholder's complaints, identifies problems/issues, and or facilitates corrective action;
- Co-ordinates and develops seminars and workshops for clients, communities, Public and Private Sector representatives, other interest groups and stakeholders and delivers presentations;
- Participates in the development of promotional material to creatively present information to ensure maximum engagement of stakeholders;
- Performs any other related duties that may be assigned by the Director, Capture Fisheries Extension Services Branch.

Required Knowledge, Skills, and Competencies

Core:

- Sound oral and written communication skills
- Sound presentation skills
- Excellent interpersonal and people management skills

- Sound analytical, problem-solving, decision-making and conflict management skills
- Good project management skills
- Ability to think creatively and work independently
- Good leadership and team building skills
- Ability to manage external partners
- Proficiency in the use of software relevant to the functions of the post

Technical:

- Good knowledge of the Fisheries Act 2018 and related regulations and guidelines
- Knowledge of the operations of Government and public sector laws, regulations and guidelines
- Knowledge in research methodologies related to sociological and demographic analyses
- Knowledge and appreciation of issues related to rural development matters

Minimum Required Qualification and Experience

- Master's Degree in Social or Natural Sciences or a related discipline;
 - Three (3) years' experience in a comparable working environment;
- OR**
- Bachelor's Degree in Social or Natural Sciences or a related discipline;
 - Post Graduate Certification in Social Sciences or related discipline;
 - Three (3) years' experience in a comparable working environment.

Special Conditions Associated with the Job

- Exposure to challenges and crises which require response at very short notice;
- Field investigations, surveys and studies may entail exposure to the elements, sunlight, rainfall and dust;
- Will be required to travel island-wide (including travel to remote locations) and overseas, for short periods;
- May be required to work for extended hours to conduct trials, surveys and investigations;
- Moderate exposure to harsh environmental conditions;
- Exposure to working in volatile communities.

5. Senior Compliance Officer (Level 7)

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 for conducting 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;
- Performs any other duties assigned from time to time.

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;
- Two (2) years related 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;
- Will be 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.

6. Geographic Information Systems (GIS) Specialist (Level 6)

Job Purpose

Under the general direction of the Director, Fisheries Statistics and Data Management, the Geographic Information Systems Specialist (Level 6), is responsible for planning, co-ordinating and managing activities associated with the establishment and maintenance of an efficient and comprehensive fisheries related spatial attribute database capable of providing accurate information to clients, both internally and externally.

Responsibility is also exercised for the promotion of GIS activities, services and programmes. There is also the requirement to participate in the development of technical documents and other related materials aimed at extending the utilization of GIS services to enhance management and productivity within the Fisheries Sector.

Key Responsibilities

Technical/Professional:

- Collaborates with the National Spatial Data Management Division and the Caribbean Maritime University (CMU) on the use of technology and resources to enhance the environment and so benefit the Fishing Sector;
- Utilizes geospatial technology to facilitate and support the protection of the marine environment;
- Studies and researches new and innovative GIS methodologies for the Fisheries Sector;
- Establishes and maintains partnerships with stakeholders in the Fisheries Sector and undertakes field visits to determine their GIS needs and to apprise them how GIS can enhance their businesses;
- Reviews requests for GIS services and determines if they adhere to Government policy.
- Keeps abreast of trends and developments and best practices in the GIS field and documents key impacts and lessons emerging from studies done;
- Provides technical direction, overall technical support, management and oversight of GIS implementation services;
- Makes recommendations to the Director on the identification of equipment and software for the GIS work and creates a related maintenance schedule;
- Develops and maintains GIS applications for the Internet and updates visual websites for easy transmission of services;
- Designs a variety of databases, using data modeling techniques;
- Maintains Geo Database of spatial information for the Fisheries Sector;
- Prepares updates and displays databases, reports, statistical information and maps as requested;
- Maintains a reliable Backup Library of all digital data;
- Assists fishers and other stakeholders with the analysis of Spatial Database information;
- Co-ordinates and organizes training programmes to assist systems users in new and existing GIS applications and provides general technical support;
- Develops special programmes to enhance awareness of stakeholders to the capabilities of GIS;
- Reviews systems to ensure that methodologies have capacity to provide the required results;
- Interacts with internal and external stakeholders concerning problems or complaints and takes corrective actions and corrective measures;
- Co-ordinates the evaluation, selection and installation of computer and related equipment;

- Designs and implements special programmes and project proposals involving the use and application of GIS for submission to the Director;
- Monitors the use of the computer systems to maintain databases;
- Participates in the development of public relations and promotional activities to enhance the awareness of internal and external stakeholders to the various GIS services;
- Represents the Authority on Committees at local, regional and international fora and makes presentations as required;
- Performs other related duties assigned by the Director from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent problem-solving, decision-making and conflict-management skills
- Team building and organizing skills
- Good leadership and management skills
- Customer and quality focus
- Excellent oral and written and communication skills
- Good analytical thinking skills
- Good planning and organizing skills
- Integrity

Technical:

- Good knowledge of the Fisheries Act 2018 and related regulations and guidelines
- Knowledge of the policies and procedures of the National Fisheries Authority
- Good knowledge of Public Sector laws, regulations and guidelines of the Ministry's policies and procedures
- Excellent knowledge of the principles, procedures and methods of GIS database development, management and maintenance
- Excellent knowledge of GIS concepts of presentation graphics and digitizing techniques
- Knowledge of GIS hardware, software and operations
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Masters Degree in Computer Science or related discipline with courses in GIS database analysis, design programming and implementation of GIS applications;
 - Three (3) years related experience;
- OR**
- Bachelor of Science Degree in Computer Science or a related discipline;
 - Postgraduate Certification in GIS database analysis, design programming and implementation of GIS applications;
 - Three (3) years related experience.

Special Conditions Associated with the Job

- Will be required to travel island-wide, including travelling to remote locations;
- Will be required to work for extensive periods in the field;
- Adverse working conditions may be encountered while conducting visits;
- Moderate exposure to harsh environmental conditions.

7. Research Officer (Level 6) – Capture Fisheries

Job Purpose

Under the direction of the Senior Capture Fisheries Research Officer, the Research Officer is responsible for undertaking research activities with special emphasis on biological, ecological, social, economic, and environmental data in order to facilitate the development of policies and projects for the management and sustainability of the Fisheries Sector.

In particular, the incumbent:

- Collects, tabulates analyses, classifies and interprets data for Capture Fisheries;
- Undertakes studies to acquire information and determine its applicability to selected projects and programmes;
- Carries out analytical studies on various projects proposals to determine the level of their cost effectiveness; and

- Assists in the monitoring and evaluation of ongoing projects and programmes.

The incumbent also participates in the development of the research agenda and budget and oversees the research facility in the absence of the Senior Research Officer.

Key Responsibilities

Technical/Professional:

- Collects, tabulates analyses, classifies and interprets data for capture fisheries operations by:
 - Deciding on the manner of securing primary data
 - Analyzing the data by statistical and other techniques
 - Interpreting the results of classified data and presenting the findings and conclusions for practical application;
- Implements field, laboratory and desk research with a specific focus on fish stock assessment technologies/methodologies and ecosystem based approaches to fisheries science;
- Participates in the necessary research to determine annual levels of Total Allowable Catch for Quota based fisheries such as Queen Conch;
- Participates in the development and implementation of fish stock enhancement programmes and projects;
- Prepares reports and research papers on selected areas upon request;
- Provides updates on an ongoing basis to the Senior Research Officer on all matters reflected on the Work Plan;
- Responds to queries based on research regarding the impact of management and policy decisions of the relevant fish stocks and fishery habitats;
- Liaises with other agencies including STATIN and PIOJ to obtain relevant available data , researched documents and related literature pertaining to the area of study;
- Assists in the monitoring and evaluation of ongoing projects and programmes by:
 - Assisting to develop reporting systems to facilitate the monitoring of ongoing projects and programmes
 - Supervising the reporting mechanism to ensure that the system is fully maintained
 - Visiting ongoing projects to ensure that all planned activities are being implemented as scheduled and to discuss and suggest possible solutions in those areas where difficulties and problems arise
 - Reporting findings and any action taken to the Senior Capture Fisheries Research Officer;
- Performs any other related duties which may be assigned by the Senior Capture Fisheries Officer.

Required Knowledge, Skills, and Competencies

Core:

- Good interpersonal and customer relations skills
- Good oral and written communication skills
- Good time management 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 relevant laws
- Sound knowledge of statistical methods
- Sound knowledge of fishery data collection methods
- Demonstrated ability to interpret statistical information, evaluate and analyze information obtained from surveys

Minimum Required Qualification and Experience

- First Degree in Natural/Social Sciences or related discipline;
- Two (2) years' experience in a comparable research environment;
- SCUBA Certification and dive experience would be an asset.

Special Conditions Associated with the Job

- Position involves extensive field work (fishing breaches, fish landing sites island wide), including technical and research dives underwater, travelling at sea to offshore areas, such as the Pedro and Morant Cays;
- Exposure to work in static and flowing water and exposed to regular wetting;
- May encounter predatory aquatic animals;
- Moderate travelling island-wide and overseas;
- Will be required to work in volatile communities;
- Exposure to harmful chemicals;
- Routine research diving.

8. Capture Fisheries Extension Officer (Level 5)

Job Purpose

Under the supervision of the Senior Capture Fisheries Extension Officer (Level 7), the Capture Fisheries Extension Officer (Level 5), has responsibility for the implementation of extension service strategies and programmes at the parish level in order to ensure proper conservation, protection and management of the natural (marine and riverine) fishable resources.

The incumbent implements programmes to ensure technology transfer, training, capacity building and the facilitation of interventions to support the development and efficient operation of capture fisheries within the parish. He/she provides feedback on the impact of extension policies at the parish level, thereby creating linkages between the needs of the Sector and research activities.

Additionally, the incumbent provides ongoing support for the development and implementation of relevant programmes and projects of the National Fisheries Authority.

Key Responsibilities

Technical/Professional:

- Assists in organizing and arranging time schedules for field trips;
- Provides input in the preparation of annual, quarterly and monthly reports;
- Assists in the implementation of emergency management response for the Fisheries Authority;
- Liaises with Government and Non-governmental Organisations concerned with the conservation and sustainable utilization of marine species;
- Provides technical training to fishers;
- Participates in reviews on policies relating to the Fisheries Sector in light of globalization trends and conservation and management measures;
- Supports the implementation of capture fisheries extension activities;
- Participates in the dissemination of information and the transfer of technology to fishers and other relevant stakeholders;
- Supports the implementation of educational programmes relating to fisheries management, development and conservation;
- Collaborates with the Compliance Branch on matters relating to contravention of the Fisheries Act;
- Prepares reports on the condition of the beaches;
- Investigates and reports on the loss of fishing equipment;
- Supports the implementation of activities to ensure the adaptation of local and international seafood standards through the organisation of workshops, seminars and training courses;
- Performs any other related duties which may be assigned by the Senior Fisheries Extension Officer.

Required Knowledge, Skills, and Competencies

Core:

- Good planning and organizing skills
- Good interpersonal and people management skills
- Good oral and written communication skills
- Good customer relations and quality focus skills
- Good problem-solving and conflict management skills

Technical:

- Good knowledge of Fisheries Act 2018 and Regulations
- Good knowledge of the policies and programmes of the National Fisheries Authority
- Good knowledge of regional and international conventions and agreements
- Good knowledge of capture fisheries production
- Basic knowledge of project management
- Basic knowledge of economics and business management principles and practices
- Understanding of local and international capture fisheries production
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Associate Degree in Fisheries Biology or related discipline;
- OR**
- Diploma in Fisheries Biology or related discipline;
 - Two (2) years working experience in a comparable environment.

Special Conditions Associated with the Job

- Exposure to challenges and crises which require response at very short notice;
- Will be required to work in brackish, riverine, coastal and offshore marine environment;
- Exposure to long hours in the sun, dust and water;
- May be necessary to wear protective clothing at times, e.g. rubber boots;
- Will be required to travel locally (including travelling to remote locations) and overseas;
- Exposure to working in volatile communities.

9. Systems Administrator (Level 5)**Job Purpose**

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

Key Responsibilities***Management/Administrative:***

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

Technical/Professional:

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

- Co-ordinates and implements the standards and procedures necessary to create the proper framework for the development and maintenance of information applications, websites and intranets;
- Maintains Web Page and inform on standards and procedures for websites, intranet and other disseminations mechanism.

Human Resource Management:

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Authority's goals;
- Performs any other related duties that maybe assigned by the Business System Application Manager from time to time.

Required Knowledge, Skills and Competencies

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

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Science or related field or equivalent;
- Two (2) years' experience in web-related or systems operation.

10. IT Infrastructure Engineer (Level 5)

Job Purpose

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

Key Responsibilities

Management/Administrative:

- Co-ordinates the development and maintenance of information and statistical applications in accordance with the Authority's needs;
- Manages the design and development process of websites and intranets for the collection and dissemination of Fisheries data;
- Leads and manages the Applications Development Staff and activities of the Section;
- Represents the Authority at meetings, conferences, and workshops locally and internationally;
- Develops, conceptualizes and manages the implementation of an interactive information system to enhance the collecting, analysing and disseminating of information to stakeholders in the Sector;
- Oversees the interpretation, formatting and dissemination of information on Web Pages;
- Participates in the development of the Unit's Strategic and Operational Plans and Budget;
- Monitors project schedules and targets to ensure that objectives and goals are met and, when necessary, institutes corrective measures in a timely manner;
- Monitors work allocation of project activities to ensure optimum use and development of Officers and other resources;
- Develops and facilitates professional programmes to ensure Officers are equipped to perform at the level assigned;
- Reviews work assignments of staff and system utilization for adherence to policies, procedures, guidelines, standards and quality requirements specified by the Authority.

Technical/Professional:

- Directs the requirement definition phase and prepares Procedural Manuals;
- Prepares requirement definition manuals;
- Develops the conceptual design of applications to reflect/support users requirements;

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

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisal and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Collaborates with the Human Resources Unit to develop and implement a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Authority;
- Provides leadership and guidance to direct report through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Authority's goals;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good problem-solving and decision-making skills
- Ability to work in a team
- Ability to use own initiative
- Good leadership skills
- Goal/Results oriented
- Good planning and organizing skills
- Excellent interpersonal skills

Technical:

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

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Science or related field;
 - Professional database certification MCDBA;
 - Two years' experience in computer programming and database administration;
 - Training in the following areas would be an asset:
 - Structured design and 4 GL programming
 - Relational database development and maintenance
 - Microsoft SQL Server 200/2003
 - Programming with Microsoft Visual Basic.NET
 - Web Development tools
 - Integration and multi-vendor application software;
- OR**
- Bachelor of Science Degree in Computer Science or related field or equivalent;
 - Four (4) years' experience as a Programmer/Analyst;
 - Supervisory Management training and Project Management skills would be considered assets;
 - Experience in working with statistical programmes and databases.

Special Conditions Associated with the Job

- Will be required to travel locally;
- Critical deadlines to be met.

11. Administrative Support Officer – Fisheries Extension Services Branch (Level 4)**Job Purpose**

Under the direction of the Director of the Fisheries Extension Services 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 Fisheries Extension Services 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;
- Makes photocopies of and faxes 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 oral and written communication skills
- Good organizing and time management skills
- Ability to maintain integrity and confidentiality
- Ability to manage internal and external relationships
- Ability to work in a team
- 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
- Good 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;
 - Graduated 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;
 - Graduated 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.

12. Compliance Officer (Level 3)

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 oral and written 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 and 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.

13. 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 and customer relations skills
- Good oral and written communication skills
- Good report writing skills
- Good problem solving and conflict management skills

Technical:

- Must be an 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 Licence (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**
- 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

- 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;
- Will be 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.

14. Small Boat Repair Technician (Level 3)

Job Purpose

Under the direction of the Master Fisherman/Gear Technologist, the Small Boat Repair Technician is responsible for the repair and maintenance of the Authority's fleet of boats in respect of all mechanical, electrical and navigational equipment. This involves the use of diagnostic equipment to inspect boats, determining, in collaboration with the Master Fisherman/Gear Technologist, the type of work that needs to be done and estimating how long the repairs should take. The incumbent will also be required to train fishers in the proper use of boats and how to perform simple repairs and routine maintenance.

Key Responsibilities

Technical/Professional:

- Inspects, maintains and repairs boats using diagnostic equipment to test mechanical, electrical and navigational equipment;
- Troubleshoots and diagnoses all mechanical, electrical and navigational problems;
- Collaborates with the Master Fisherman/Gear Technologist to determine type of work

that needs to be done and estimates how long the repairs how long the repairs should take;

- Documents inspection and tests results and work to be performed;
- Maintains information on activities by use of computerization and provides updates on all repairs and maintenance work;
- Installs all types of accessory items;
- Prepares routine and special reports as required;
- Assists in the development of inspection and routine procedures to ensure that all boats and equipment conform to standards set by the Authority;
- Collects and provides to the Master Fisherman, information needed to assist in the preparation of performance management reports on the activities undertaken;
- Implements and follows through on all decisions made in improving the operation and efficiency of the repairs and maintenance processes;
- Reports on all matters that may arise which may impact negatively on the performance and efficiency of the operations on a timely basis;
- Maintains a clean and professional workshop;
- Assists in all areas of boat maintenance including oil changes, rigging and operation of boats;
- Cleans boats and repairs hulls and superstructures using hand tools, paint and brushes;
- Conducts tests of navigational and related systems to diagnose malfunctions using various testing instruments;
- Follows the Authority's policies and procedures;
- Performs any other related duties which may be assigned by the Master Fisherman/ Gear Technologist.

Required Knowledge, Skills, and Competencies

Core:

- Good analytical and problem solving skills
- Good oral and written communication skills
- Good interpersonal skills
- Strong customer relations skills
- Ability to work in a team

Technical:

- Ability to read and interpret technical manual
- Excellent knowledge of mechanical repairs
- Sound knowledge of electrical systems and welding operations
- Excellent knowledge of the working of the equipment and machinery as it relates to the electrical and distribution systems onboard.
- Must have good hand- eye coordination and be physically fit.

Minimum Required Qualification and Experience

- Associate Degree in Mechanical Engineering or related discipline;
- Two (2) years working experience in a comparable environment;

OR

- Diploma in Mechanical Engineering or related discipline;
- Four (4) years working experience in a comparable environment.

Special Conditions Associated with the Job

- Constant exposure to gas fumes and susceptible to fire;
- Constant exposure to grease;
- Some exposure to sun and rain;
- Will be required to be on call 24 hours and to be away from home for various periods, including weekends and public holidays;
- Will be 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);
- Extended hours at sea;
- 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 vessel;
- Exposure to noise and fumes in the engine room.

Applications, accompanied by detailed résumés, including the names of two (2) Referees, should be submitted **no later than Wednesday, 8th November, 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