



## Office of the Services Commissions

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### **CIRCULAR No. 124** **OSC Ref. C. 4858<sup>48</sup>**

**11<sup>th</sup> March, 2024**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Senior Capture Fisheries Extension Officer (Level 7)** in the **Capture Fisheries Division (St. Thomas Region)**, **National Fisheries Authority**, salary range \$3,770,761 - \$5,071,254 per annum.

#### **Job Purpose**

Under the general supervision of the Regional Fisheries Extension Officer, the Senior Capture Fisheries Extension Officer has responsibility for co-ordinating the Extension Service programmes and activities within an assigned Parish to ensure that the policies, plans and programmes to facilitate capture fisheries development and management are implemented. He/she provides ongoing support with the implementation of relevant programmes and projects of the National Fisheries Authority at the Parish level.

Accordingly, the incumbent facilitates the implementation of strategies and programmes to ensure proper conservation, protection and management of the natural (marine and riverine) fishable resources. The incumbent also 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 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, there is a requirement for the incumbent to participate in the planning, organization, development and administration of systems, procedures and programmes for the development and management of Capture Fishery in Jamaica.

#### **Key Responsibilities**

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

- Participates in the formulation of Regional Capture Fisheries 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 Fisheries meetings, seminars and workshops within the Parish;
- Prepares monthly, quarterly, annual reports and any other ad hoc reports that may be required;
- Represents the Capture Fisheries Extension Services Branch at conferences, seminars and workshops on aquaculture and related matters.

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

- Manages, co-ordinates and implements Capture Fisheries Extension Services' programmes and projects related to the National Development of the Fisheries Sector;
- Recommends changes in policies relating to the Fisheries Sector in light of globalization trends and conservation and management measures being undertaken worldwide for sustainable fisheries development;
- Represents the Director at meetings, seminars, workshops at the national, regional and international levels;
- Co-ordinates and provides a mechanism in which fisheries and fisheries-related conflicts can be heard across a diverse stakeholder base (e.g. pollution, accidents at sea, theft of fish and fishing gear, beach infrastructure, etc.);
- Works in collaboration with related Agencies in the development and co-ordination of fisheries related activities in the wider Sector (e.g. Jamaica Defence Force Coast Guard, Marine Police, National Environment and Protection Agency, Non-Government Organizations, Community-Based Organizations, etc.);
- Develops and implements Capture Fisheries Extension Programmes and activities within an assigned Parish;
- Disseminates information and transfers technology in fisheries to Fishers and other relevant stakeholders;

- Ensures the implementation of educational programmes relating to fisheries management, development and conservation through activities at the Parish level;
- Represents the National Fisheries Authority at Court proceedings on matters relating to contravention of the Fisheries Act;
- Collaborates with local, regional and international specialists involved in fisheries related activities to keep abreast with developments in the Fisheries;
- Makes recommendations to the Regional Fishery Extension Officer with respect to the management of issues affecting fisheries resources and fishery activities within an assigned Parish;
- Liaises with Governmental and Non-Governmental Organizations concerned with the conservation and sustainable utilization of marine species;
- Supports the development and maintenance of databases for the storage of fisheries data to ensure timely and accurate dissemination of information to the Sector;
- Supports the implementation of activities to ensure 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;
- Collaborates with the Principal Director, Compliance, Licensing and Projects to disseminate information on the registration and licensing process of Fishermen and Boats;
- Inspects Fishing Vessels to ensure that they meet specified requirements in keeping with Fishing Regulations;
- Provides technical training to fisher folk;
- Conducts interviews with Fisher Folks and collects data on fish caught;
- Investigates and reports on loss of fishing equipment;
- Investigates and reports on cases of accidents at sea involving Fisher Folks and forward relevant information to the Director, Fisheries Extension Services for action;
- Prepares reports on the condition of the Beaches;
- Liaises with the Department of Co-operatives in the promotion and supervision of the Fishermen's Co-operative and reports on their progress;
- Performs any other related duties which may be assigned by the Regional Capture Fishery Extension Officer.

#### ***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;
- 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 oral and written communication skills
- Good time management skills
- Strong customer relations skills
- Good problem solving and conflict management skills
- Proficiency on the use of relevant computer applications

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

- Sound knowledge of Fisheries Act 2018 and Regulations
- 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 capture fisheries production
- Good knowledge of fisheries extension services
- Working knowledge of economics and business management principles and practices

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

- BSc in Fisheries Biology or related discipline or equivalent qualifications;
- Two (2) years' experience in Fish Production and Extension Services in a comparable working environment.

**Special Conditions Associated with the Job**

- Exposure to challenges and crises which require response at very short notice;
- 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;
- Required to travel locally, including travelling to remote locations;
- Required to travel overseas;
- Exposure to working in volatile communities.

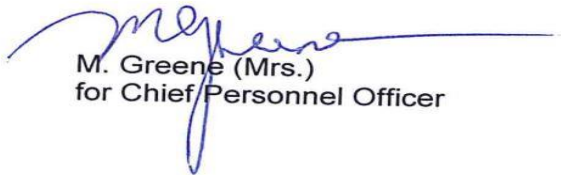
Applications accompanied by résumés should be submitted **no later than Friday, 22<sup>nd</sup> March, 2024 to:**

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

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

Please note that only shortlisted applicants will be contacted.

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



M. Greene (Mrs.)  
for Chief Personnel Officer