



Office of the Services Commissions

(Central Government)

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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. **Data Protection Officer (Level 8) (Vacant) - Executive Office**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Senior Internal Auditor (Level 7) (Vacant) - Executive Office/Internal Audit Branch**, salary range \$4,266,270 - \$5,737,659 per annum.
3. **Internal Auditor (Level 6) (Vacant) - Executive Office/Internal Audit Branch**, salary range \$3,501,526 - \$4,709,163 per annum.
4. **Senior Human Resources Management and Development Officer (OD&PMAS) (Level 6) (Vacant) - Corporate Services Division/ Human Resources Management and Development Branch**, salary range \$3,501,526 - \$4,709,163 per annum.
5. **Executive Assistant (Level 5) (Not Vacant) - Office of the CEO**, salary range \$2,803,771 - \$3,770,760 per annum.
6. **Senior Data Collection (Level 4) (Vacant) 3 posts - Hanover, St. James, Trelawny and St. Ann (1) Westmoreland, St. Elizabeth, Manchester and Clarendon (1) St. Mary, Portland, St. Thomas (1)**, salary range \$2,190,302 - \$2,945,713 per annum.
7. **Public Procurement Officer (Level 4) (Vacant) - Corporate Services Division/Procurement Branch**, salary range \$2,190,302 - \$2,945,713 per annum.
8. **Public Relations Officer (Level 4) (Vacant) - Corporate Services Division/Public Relations Branch**, salary range \$2,190,302 - \$2,945,713 per annum.
9. **Data Collection Officers (Level 3) (Vacant) 9 posts - St. James (1), Hanover (1), Westmoreland (1) St. Elizabeth (1) St. Elizabeth East/Manchester (1), Clarendon (1), St. Thomas (1) Portland (1) St. Mary (1)**, salary range \$1,711,060 - \$2,301,185 per annum.
10. **Driver 2 (Level 3) (Vacant) 2 posts - Corporate Services Division/Facilities, Property and Transport Branch**, salary range \$1,711,060 - \$2,301,185 per annum.
11. **Customer Service Assistant (Level 3) (Vacant) - Corporate Services Division/Administrative and Office Services**, salary range \$1,711,060 - \$2,301,185 per annum.
12. **Compliance Officer (Level 3) (Vacant) 9 posts - Kingston (1) St. Thomas (1) Portland (2) Clarendon (1) St. Mary (1) St. Elizabeth (1) Hanover (2)**, salary range \$1,711,060 - \$2,301,185 per annum.
13. **Licensing and Registration Clerk (Level 2) (Vacant) - Fisheries Compliance Licensing and Statistics Division/Licensing and Registration Branch**, salary range \$1,439,455 - \$1,935,907 per annum.
14. **Records Officer/Cashier (Level 2) (Vacant) - Old Harbour Division**, salary range \$1,439,455 - \$1,935,907 per annum.
15. **Messenger (Level 1) (Vacant) - Corporate Services Division/Administration and Office Services Branch**, salary range \$969,653 - \$1,304,075 per annum.

1. **Data Protection Officer (Level 8)**

Job Purpose

Under the general supervision of the Chief Executive Officer, the Data Protection Officer (DPO) is to advise and provide guidance to the National Fisheries Authority, NFA, on a range of privacy, data protection and technology related regulatory and compliance matters. The DPO is responsible for monitoring internal compliance, informing and advising the NFA on data protection obligations, providing advice regarding Data Protection Impact Assessments (DPIAs) and acting as a contact point for data subjects and the Office of the Information Commissioner (OIC).

The DPO will support the success of the NFA through assisting with the introduction and the implementation of its privacy programme. Both legal knowledge and technical fluency are highly desired as this role will work closely with staff across all areas of the portfolio.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the NFA's Strategic and Operational Plans and Budget;
- Develops and implements operating systems and processes, including tools and other resources to guide research activities and ensure validity and accuracy of the data collected and generated;
- Develops and maintains an appropriate system of record keeping for all aspects of Data Protection;
- Delivers training across all Divisions and Units to staff members who are involved in data handling or processing;
- Participates in meetings, seminars, workshops and conferences as required.

Technical/Professional:

- Ensures that the NFA processes personal data in compliance with the Data Protection standards and in compliance with the Act and good practice;
- Provides overall management for the research, development and implementation of Data Protection policies and procedures for the Authority;
- Researches, designs and implements Data Protection Governance Frameworks and strategies to manage the use of personal data in compliance with the requisite standards and guidelines
- Consults with the OIC to resolve any doubt about how the provisions of the Act and any regulations made under it are to be applied;
- Ensures that any contravention of the Data Protection standards or any provisions of the Act by the NFA is dealt with;
- Co-ordinates the efforts of the NFA in the implementation of essential elements of the applicable Data Protection regulation, such as the principles of data processing, data subjects' rights, data protection by design and by default, records of processing activities, security of processing, and notification and communication of data breaches;
- Manages systems that ensure appropriate assignment of responsibilities in relation to the management of data and information, and the processing and protection of personal data;
- Provides strategic legal and regulatory guidance to senior management in other Divisions on privacy and Data Protection issues, law and trends;
- Performs or oversees initial and periodic privacy impact assessment, risk analyses, mitigation and remediation;
- Ensures that data controllers and data subjects are informed about their data protection rights, obligations and responsibilities and raises awareness about them;
- Oversees the maintenance of records required to demonstrate Data Protection compliance;
- Supports a programme of awareness-raising and training to deliver compliance and to foster a data privacy culture;
- Gives advice and recommendations to the NFA about the interpretation or application of the Data Protection rules;
- Handles queries or complaints at the request of the parent Ministry, the Data Controller, other person(s), or on their own initiative;
- Co-operates with the OIC (responding to requests about investigations, complaint handling, inspections conducted by the OIC, etc.);
- Draws the organization's attention to any failure to comply with the applicable Data Protection rules and policy;
- Supports the data incident response and data breach notification procedures;
- Prepares and submits routine and special reports, as required;
- Provides expert advice and educates employees on important data compliance requirement;
- Drafts new and amends existing internal data protection policies, guidelines and procedures, in consultation with key stakeholders;
- Performs any other related duties that may be assigned from time to time by the Chief Executive Officer.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good planning and organizing skills;
- Good judgement and decision-making skills;
- Customer and quality-focused skills;
- Good analytical and problem-solving skills;
- Compliance;
- Integrity;
- Ability to use own initiative;
- Adaptability.

Technical/Functional:

- Knowledge of modern business practices and office procedures;
- Understanding of research methods and techniques;
- Proficiency in the use of computer applications;
- Knowledge and understanding of the Data Protection Act;
- Experience in managing data incidences and breaches;
- Knowledge of cybersecurity risks and information security standards.

Minimum Required Qualification and Experience

- Bachelor of Law Degree in Compliance, IT Security, Audit or similar background;
- Three (3) years' experience in law, audit and/or risk management, compliance or equivalent experience;
- Demonstrable experience, knowledge and/or in-depth understanding of data privacy legislation (in particular GDPR);
- Experience or specialized training in records and information management systems;
- At least one Data Protection and/or Privacy certification such as CIPP, CIPT, ISEB, etc., (preferred).

Special Conditions Associated with the Job

- May be required on occasions to work on weekends and holidays;
- Required to travel island wide and at sea;
- Exposure to confidential and sensitive information;
- Required to work in volatile areas.

2. Senior Internal Auditor (Level 7)

Job Purpose

Under the general direction of the Chief Internal Auditor (CIA), the Senior Internal Auditor supports the CIA in establishing and implementing an internal audit programme and control systems designed to evaluate the adequacy, efficiency and economy with which the Authority's financial and other operations are conducted. This involves ensuring compliance with established internal control procedures by examining records, reports, operating practices and documentation; verifying assets and liabilities in accordance with the Financial Administration and Audit (FAA) Act and other regulations and directives issued by Ministry of Finance and the Public Service.

Key Responsibilities

Administrative:

- Assists in the development of the Operational and Annual Audit Work Plan;
- Represents the Unit at meetings and seminars as directed.

Technical/Professional:

- Assesses the adequacy, efficiency, effectiveness and compliance with relevant laws, regulations, and other stipulated guidelines in achieving desired objectives;
- In keeping with audit plan, verifies the adequacy and accuracy of financial records, examines and appraises systems and procedures, evaluates operational performance and department policies and from time to time performs special investigations and value for money audits;
- Recommends corrective action and suggests improvement;
- Verifies the adequacy and accuracy of financial records; examines and appraises financial and accounting practices, systems, and procedures;

- Keeps abreast of trends and developments in Internal Auditing Management and recommends adoption where appropriate to improve the effectiveness of the Division;
- Executes and reviews audit-engagement fieldwork;
- Prepares, maintains and reviews adequate working papers in accordance with established guidelines for timely submission;
- Consults with CIA on technical matters in principles of accounting practice and/or on any other areas that need clarification;
- Conducts special investigations/assignments as directed by the Chief Internal Auditor;
- Attends and records Minutes of entrance and exit meetings;
- Ensures the security of audit files;
- Establishes and maintains good working relationships with external auditors and other stakeholders.

Human Resource:

- Manages the Unit in the absence of the Chief Internal Auditor;
- Provides leadership and guidance to team members through effective planning, delegation, communication, training, mentoring and coaching;
- Attends training sessions as mandated by the Department/Unit;
- Ensures self-awareness and adherence to standards, policies, procedures and regulations of the Department/Unit;
- Performs other related duties which may be assigned by the CIA from time to time.

Required Knowledge, Skills and Competencies

Core:

- Ability to communicate effectively both orally and in writing;
- Ability to work collaboratively;
- Effective management of human resource;
- Strategic and analytical thinking skills;
- Ability to drive continuous change and improvements;
- Effective decision-making skills
- Ensuring value for taxpayer's money;
- Ability to mobilize resources;
- Ability to provide quality service.

Technical:

- Good knowledge of Government procurement practices;
- Ability to critically assess accounting and operating systems and procedures;
- Good knowledge of FAA and PBMA Acts and Regulations;
- Excellent knowledge of Accounting principles;
- Excellent knowledge of auditing principles;
- Excellent strategic and operational planning skills;
- Good knowledge of monitoring and evaluation;
- Knowledge of Risk Analysis and Mitigation.

Minimum Required Qualification and Experience

- B.Sc. Degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized tertiary institution;
- Completion of relevant Government Accounting/Auditing Courses and professional audit training;
- Four (4) years' related experience in accounting/auditing.

OR

- Association of Certified Chartered Accountant Level 3 (ACCA 111) or any equivalent recognized professional qualification in accounting or management;
- Completion of relevant Government Accounting/Auditing Courses and professional audit training;
- Four (4) years related accounting/audit experience.

Desirable:

Any auditing certification such as:

- Master's Degree in a relevant area;
- Certified Internal Auditor (CIA);
- Certification in Risk Management Assurance (CRMA);
- Certified Government Auditing Professional (CGAP);
- Certified Fraud Examiner (CFE);
- IT Auditing Certificate (CISA).

Special Conditions Associated with the Job

- May be required on occasions to work on weekends and holidays;
- May be required to travel;
- Exposure to confidential and sensitive information;
- Encounter potentially dangerous situations when conducting physical checks at outstations, etc;
- Possible exposure to adverse environments when conducting investigations in the field, such as inhalation of gas fumes, etc.

3. Internal Auditor (Level 6)

Job Purpose

Under the direction of the Chief Internal Auditor (CIA) (Level 9), the Internal Auditor (Level 6) supports the CIA in establishing and implementing an Internal Audit Programme and Control Systems designed to evaluate the adequacy, efficiency and economy with which the Authority's financial and other operations are conducted. This involves ensuring compliance with established internal control procedures by examining records, reports, operating practices and documentation; verifying assets and liabilities in accordance with the Financial Administration and Audit (FAA) Act, and other regulations and directives issued by the Ministry of Finance and the Public Service.

Key Responsibilities

Technical/professional:

- Implements Internal Auditing policies, procedures and programmes;
- Reviews accounting procedures;
- Surveys functions and activities in assigned areas to determine the nature of operations and adequacy of system of control to achieve established objectives;
- Conducts and reports on the testing and adequacy of the Authority's internal controls over financial reporting;
- Investigates and determines causes of irregularities and errors;
- Recommends corrective action and suggests improvement;
- Verifies the adequacy and accuracy of Financial Records; examines and appraises financial and accounting practices, systems and procedures;
- Recommends new policy guidelines in response to changing systems and practices in Auditing Standards;
- Keeps abreast of trends and developments in Internal Auditing Management and recommends adoption where appropriate to improve the effectiveness of the Authority;
- Prepares and maintains adequate working papers in accordance with established guidelines;
- Ensures that working papers are properly prepared and submitted for review;
- Consults with CIA on technical matters in principles of accounting practice and/or on any other areas that need clarification;
- Ensures the security of Audit Files;
- Establishes and maintains good working relationships with external auditors and other stakeholders;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good problem-solving skills;
- Good interpersonal skills;
- Teamwork and co-operation;
- Ability to use own initiative;
- Integrity;
- Proficiency in the use of relevant computer applications.

Technical:

- Good knowledge of FAA Act, PBMA Act and Regulations;
- Excellent knowledge of accounting principles;
- Excellent knowledge of auditing principles;
- Ability to critically assess accounting and operating systems and procedures;
- Good knowledge of Government procurement practices.

Minimum Required Qualification and Experience

- Association of Certified Chartered Accountant Level 2 (ACCA 11) or any equivalent recognized professional qualification in Accounting or Management;
- Completion of relevant Government Accounting Courses;
- Four (4) years related accounting experience.

OR

- BSc Degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized tertiary institution;
- Completion of relevant Government Accounting Courses;
- Four (4) years' related experience in Accounting.

OR

- Associate Degree in Accounting (MIND) along with the completion of the revised Certificate in Government Accounting;
- Six (6) years related accounting experience.

Special Conditions Associated with the Job

- May be required on occasions to work on weekends and holidays;
- Will be required to travel, if necessary;
- Exposure to confidential and sensitive information;
- Encounter potentially dangerous situations when conducting physical checks at outstations, etc.;
- Possible exposure to adverse environments when conducting investigations in the field such as inhalation of gas fumes etc.

4. Senior Human Resources Management and Development Officer (OD&PMAS) (Level 6)

Job Purpose

Under the general direction of the Director, Human Resource Management and Development, the incumbent is responsible for working collaboratively with all internal stakeholders (Line Managers, Staff and Strategic Planning Section) to co-ordinate performance management activities and outcomes and provide ongoing analysis of the capability of the National Fisheries Authority's organizational structure to respond to service demands, thereby ensuring that the Authority is able to achieve its objectives.

Key Responsibilities

Management/Administrative:

- Participates in the Corporate and Operational Planning activities by assisting with the preparation of the Unit (OD & PM) and the Division's Operational Plan and Budget;
- Assists with the preparation of activity/performance reports as requested;
- Ensures that records are kept up-to-date and are easily retrieved;
- Provides advice to managers and staff on the resolution of OD & PM matters;
- Advises on the interpretation of performance management guidelines;
- Provides administrative support in respect of all OD & PM matters;
- Keeps staff abreast of Human Resource policies and regulations;

Technical/Professional:

Performance Management

- Participates in the Strategic and Operational Planning activities of the Authority to gain a full understanding of the Mission and Objectives;
- Implements a performance management and improvement framework for the Authority, that leads to the proper alignment of Individual Work Plans with the Divisional Strategic Business Plans to facilitate an increase in organizational effectiveness and efficiency;
- Develops and maintains customized PMAS manuals, templates, forms, policies and procedures for the Authority;
- Reviews and assesses the PMAS with a view to identify weaknesses and develops appropriate solutions;
- Co-ordinates performance management and quality improvement capacity building for all levels of employees;
- Designs and conducts PMAS sensitization sessions within the Authority, ensuring knowledge and importance of the PMAS;
- Collaborates with the Senior Management Team to develop an Annual Work Plan for the oversight of the operation of the PMAS in the Authority;
- Examines the performance management and appraisal systems to determine systematic weaknesses e.g. subjectivity, lack of proper measurement tools as well as activities that do not add value to the process;

- Prepares comprehensive PMAS Compliance Reports;
- Executes PMAS related initiatives in collaboration with other stakeholders;
- Reviews the Work Plans and performance reports for the staff of the Authority, and ensures that Work Plans are properly prepared and reflect measurable performance indicators as well as aligned to Divisional plans;
- Monitors and evaluates the Authority's Performance Management and Appraisal Systems to discern achievements and weaknesses;
- Develops and maintains an organization-wide competency framework to support performance management, recruitment and selection, and reinforce the Authority's core values;
- Reviews Divisional Operational/Corporate Plans and Individual Work Plans to ensure quality of content (alignment and completeness in specification);
- Provides feedback to Divisional Heads and recommends areas for improvements as it relates to Performance Management;
- Reviews and advises the Director, HRM&D on the implementation of remedial and corrective action to address poor performance;
- Reviews and addresses all PMAS grievances that may arise;
- Recommends PMAS corrective action and related procedures specific to situations that may arise;
- Recommends approaches to the execution of PMAS interventions;
- Develops customized PMAS material for employee Orientation Session;
- Provides training for newly appointed managers, supervisors with respect to their responsibilities under the PMAS;
- Provides coaching, guidance and information on PMAS related issues to all staff including managers and supervisors;
- Designs and implements mechanisms that ensures staff eligible for an increment/award is identified, and the relevant personnel notified in the stipulated timeframe;
- Puts in place systems that will recognize employees' improvements;
- Generates the relevant reports that will facilitate employee increment payment, development and recognition;
- Plans and co-ordinates the performance recognition and reward activities/events for the Authority;
- Ensures that performance evaluation reviews for all employees are conducted on an interim and annual basis;
- Maintains a confidential system of Individual Evaluation Reports and ensures compliance by following up on missing reports

Organizational Development:

- Keeps current with emerging HR changes, legislative and industry requirements to deliver high level support;
- Examines trends in service delivery and other environmental factors in tandem with the Authority's organizational structure to ensure that adequate structure is in place and aligned to enable the achievement of objectives;
- Makes recommendations for organizational changes in keeping with findings;
- Conducts quality control of Job Descriptions and undertakes periodic review of task specifications for posts in consultations with the Heads of Departments;
- Provides monthly and/or ad hoc reports, as required;
- Collects job related data through interviews, questionnaires, observations and the examination of records to validate findings;
- Assists with the development and maintenance of organizational charts and output focused Job Descriptions in collaboration with other HR colleagues, managers and employees;
- Conducts organizational needs assessments to determine organizational readiness for change.

Human Resource:

- Participates in the preparation of the Budget for the Unit;
- Participates in the development of the Operational Plan for the Unit;
- Participates in the development of Succession Plans and strategies for a modernized Strategic Human Resources and Development culture;
- Oversees the operations of the Branch in the absence of the Director, Human Resource Management and Development;
- Compiles and maintains Statistical Reports concerning employee-related data such as the organizational structure, employee Rewards and Recognition and Performance Appraisals for periodic presentation to the relevant authorities;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Branch;
- Provides guidance and information on PMAS related issues to all staff including managers and supervisors;
- Participates in the Orientation Session for new recruits.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good presentation, oral and written communication skills;
- Strong leadership and interpersonal skills;
- Excellent interviewing, negotiating and counselling skills;
- Sound time management skills;
- Ability to work in teams;
- Sound interpersonal and coaching skills;
- Integrity and confidentiality;
- Strong customer relations skills;
- Sound judgement, problem-solving and decision-making skills;
- Ability to provide leadership and counselling to staff;
- Good Change Management skills.

Technical:

- Excellent knowledge and understanding of the Human Resource Management trends, procedures and practices in Government;
- Ability to identify and analyze work related problems and generate innovative and appropriate solutions;
- Sound Knowledge of the Public Service Regulations, Staff Orders for the Public Service and other GoJ policies that guide the delivery of HRMD services;
- Knowledge of The Fisheries Act, 2018 and other relevant legislation, policies, guidelines of the National Fisheries Authority;
- Basic knowledge of Labour Laws;
- Knowledge of GoJ Budget Management Process;
- Comprehensive and sound knowledge of the Performance Management and Appraisal System as established in the guidelines issues by the Office of the Cabinet;
- Knowledge of job analysis, performance management and appraisal processes and methods including writing Job Descriptions and Work Plans;
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations;
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or other related discipline from a recognized tertiary institution;
- Three (3) years working experience in Human Resource Development, preferably in the Public Sector, in an organization of similar size and complexity;
- Specialized training in PMAS would be an asset.

Special Conditions Associated with the Job

- Required to travel locally for short periods;
- Required to work under pressure and with minimum supervision;
- Will be required to work beyond regular working hours in an effort to meet deadlines.

5. Executive Assistant (Level 5)

Job Purpose

Under the direct supervision of the Chief Executive Officer (Level 12), the Executive Assistant (Level 5) has responsibility for organizing and administering a range of activities related to the Chief Executive Officer's role as the Head of Staff of the Authority and is responsible for providing administrative support to the Executive Office.

The incumbent is also responsible for co-ordinating all official overseas trips by providing the necessary travel documents.

Key Responsibilities

Management/Administrative:

- Produces documents and reports and transcribes Minutes for circulation;
- Conducts research and collates documents for conferences and press briefings;
- Conducts extensive research to satisfy queries/questions on behalf of the CEO;
- Responds to routine and other correspondence;

- Ensures the CEO is kept abreast of relevant information on issues relating to the Authority;
- Monitors matters that have been passed to Directors/Desks Officers for action;
- Represents the CEO at meetings, seminars and conferences and records Minutes;
- Arranges meetings and logistics;
- Co-ordinates arrangement for the CEO's overseas travel;
- Ensures compliance within budgetary constraints;
- Maintains diary and schedules appointments;
- Assists the Secretary in answering telephone calls, finding out problems and providing the necessary information and guidance sought;
- Assists in the management of correspondence;
- Keeps records of all deadlines to be met and important matters to be dealt with, and interface with officers and Divisions concerned;
- Assists the Secretary with the management of files;
- Receives, and screens visitors prior to audience with the CEO;
- Accesses and sends e-mail via internet;
- Assembles and disseminates information to internal and external personnel as requested;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and people management skills;
- Good oral and written communication skills;
- Excellent customer service and quality focus skills;
- Good problem-solving and decision-making skills;
- High level of integrity and professionalism;
- Good analytical thinking skills;
- Teamwork and co-operation;
- Ability to use own initiative;
- Good judgment and organizational skills;
- Good planning and organizing skills;
- Integrity;
- Managing partners;
- Good leadership skills;
- Goal/results oriented;
- Methodical.

Technical:

- Sound knowledge of the operations of Government and the Authority's policies and procedures;
- Working knowledge of the operations of the Fisheries Authority;
- Ability to transcribe material in a clear, accurate and acceptable manner;
- Proficiency in shorthand, speedwriting and typewriting;
- Minutes and report writing skills;
- Records and file management skills;
- Proficiency in the use of Microsoft applications;
- Proficient in relevant Software Applications;
- Sound knowledge of web-based research techniques;
- Excellent knowledge of protocol and etiquette;
- Project Management skills;
- Knowledge of general office administration and procedures;
- Presentation skills.

Minimum Required Qualification and Experience

- B.Sc. Degree in Public Administration or Social Sciences;
- Five (5) years' experience in an Administrative capacity;
- Thorough knowledge of the Civil Service regulations and procedures, FAA Act and the Constitution of Jamaica;
- Proficient in the knowledge of relevant computer applications.

Special Conditions Associated with the Job

- Maybe required to travel islandwide or overseas on official business;
- May be required, on occasions, to work on weekends and holidays.

6. Senior Data Collection (Level 4) (Vacant) - 3 posts

Job Purpose

Under the supervision of the Statistician/Data Manager, the incumbent is responsible for developing and implementing an effective framework for collecting, recording and monitoring biological, socio-economic and other fisheries related data for scientific, management and compliance purposes.

Responsibility is also exercised for applying statistical methodologies to a wide range of problems and for developing and maintaining databases covering matters relevant to the Authority in support of long-term planning and strategic development.

Key Responsibilities

Management/Administrative:

- Participates in the development of plans and programmes for the Branch in accordance with the established policies, laws and regulations of the Authority;
- Monitors implementation of plans and programmes to ensure that work is carried out as planned and within the Budget;
- Develops and manages the Authority's statistical databases;
- Keeps current with developments in data collection and processing methodologies related to the Fisheries Sector.

Technical/Professional:

- Participates in the development of Work, Operational and Strategic Plans and Budgets;
- Develops, implements and monitors Standard Operating Procedures for the Sub-Unit;
- Co-ordinates the preparation of reports on the activities of the Data Unit;
- Checks for quality and evaluates equipment and supplies for data collection activities;
- Co-ordinates and conducts training on data collection methods and techniques for stakeholders
- Monitors, facilitates and enforces policies, systems and procedures for effective data management;
- Develops and implements efficient and secure procedures for handling data;
- Ensures data protection standards are maintained in the execution of data collection activities;
- Co-ordinates the retrieval of information relevant to fishing, aquaculture and any related activity from vessels, conveyances or aquaculture facilities;
- Ensures that techniques and strategies for quality data collection are adequate as it related to the accuracy and legitimacy of data;
- Collates and records information relevant to the Authority from industry stakeholders and other sources;
- Assesses levels of domestic fish production in specific areas for capture fisheries and aquaculture;
- Co-ordinates the collection and documentation of statistics on fish production from capture fisheries and aquaculture;
- Validates the accuracy of records of climate and ecological factors which influence production;
- Evaluates the performance of the Data Collection Systems and makes recommendations for new technology upgrades, when required;
- Contributes to the development of the National Sampling Plan for fisheries and aquaculture.

Human Resource Management:

- Provides guidance to staff through coaching, communication, training and mentoring;
- Conducts training of Data Collection Officers;
- Participates in the recruitment of staff 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;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Effective oral and written communication skills;
- Ability to work collaboratively;
- Ability to drive continuous change and improvements;
- Effective decision-making skills;
- Ensuring value for taxpayer's money;
- Providing quality service;
- Strategic and analytical thinking skills;

- Ability to develop capability;
- Excellent interpersonal skills;
- Customer and quality focus;
- Excellent problem-solving skills;
- Teamwork and co-operation;
- Integrity;
- Proficient in the use of Technology.

Technical:

- Knowledge of The Fisheries Act, 2018 and related legislation, policies and guidelines;
- Knowledge of the policies and procedures of the National Fisheries Authority;
- Knowledge of Public Sector regulations and guidelines;
- Strong knowledge of Data Collection Methods;
- Good knowledge of quantitative and qualitative methodologies;
- Good knowledge of the operations of Government;
- Knowledge of modern database and information system technologies;
- Knowledge of population sampling techniques.

Minimum Required Qualification and Experience

- Bachelors Degree in Natural or Social Sciences or a related discipline from a recognized institution;
- Three (3) years' experience in data collection and statistical methodologies;
- Training in Supervisory Management would be an asset.

Special Conditions Associated with the Job

- Position involves extensive fieldwork including visiting fishing beaches, fish landing sites and aquaculture farms island wide; and also includes travelling at sea to offshore areas such as the Pedro and Morant Cays;
- Required to travel locally and overseas for short periods;
- May be required to work on weekends, public holidays, outside of normal working hours in the execution of data and information gathering activities and for extended hours to finalize reports and documents;
- May be required to work in volatile communities and be exposed to hostile clientele.

7. Public Procurement Officer (Level 4)

Job Purpose

The incumbent is responsible for supporting the procurement processes for the purchase of goods and services required for the operation of the Fisheries Authority. Specifically, the incumbent will ensure that the procurement processes are conducted in accordance with the Government of Jamaica Public Procurement Act and Regulations.

Key Responsibilities

Technical/Professional:

- Sources suitable and registered suppliers from which to purchase goods and services;
- Maintains a list of vendors and contractors supplying assorted items and services;
- Prepares Tender notices and advertisements;
- Manages the advertising process for procurement and procurement correspondence, bid receipt and bid opening, in accordance with the procurement procedures and guidelines;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Reviews and evaluates proposals and bids received and assists with the process of engaging consultants and suppliers;
- Maintains procurement records in good order to facilitate audit and other reviews;
- Prepares Quarterly Contracts Award Report to be submitted to the Contractor General's Department;
- Liaises with internal/external customers to ensure efficiency in the delivery of goods;
- Assists the Finance and Accounts Division with the necessary information as it relates to the preparation of cheques for payments and reconciliation of accounts;
- Ensures that completed Purchase Orders are taken to General Consumption Tax Office to be zero-rated;
- Prepares documents for the signature of the Senior Procurement Officer;

- Checks invoices to ensure correct price, follows through to ensure that goods ordered have been received, examines the condition of goods received and recommends invoices for payment if satisfied;
- Assists with the acquisition of clearance letter from the National Insurance Scheme and National Housing Trust and Tax Compliance Certificate from the collector of Taxes for the Authority to be exempted from these taxes;
- Ensures that purchases are made within the procurement guidelines;
- Evaluates suppliers' performance, capabilities and the competitiveness of the prices;
- Provides the Finance and Accounts Division with the necessary information as it relates to the preparation of cheques for payments and reconciliation of accounts;
- Liaises with Customs Brokers to ensure that imported goods are cleared from wharves and airports or time and in accordance with established Government Regulations;
- Prepares and submits reports to the Senior Director, Corporate Services Division for all goods purchased by the Authority inclusive of cost and locations supplied;
- Monitors order and re-order levels in order to minimize incidence of extravagance and waste;
- Prepares reports of and for procurement meetings;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organizations goals;
- Performs any other related duties that may be assigned from time to time by the Senior Procurement Officer.

Required Knowledge, Skills and Competencies

Core:

- Effective oral and written communicate skills;
- Ability to work collaboratively;
- Effective decision-making skills;
- Ensuring value for taxpayer's money;
- Ability to work mobilize resource;
- Ability to provide quality service.

Technical:

- Knowledge of regulatory systems;
- Proficiency in documentation and management;
- Knowledge of Contract Award;
- Knowledge of Contract Administration and Performance Management;
- Knowledge of Procurement Planning;
- Proficiency in initiating and management of procurement process.

Minimum Required Qualification and Experience

- Associate Degree in Public Administration/Management Studies;
- Training in Procurement and Supplies Management;
- Two (2) years' experience in a comparable working environment.

OR

- Diploma in Public Administration/Management Studies;
- Training in Procurement and Supplies Management;
- Four (4) years' experience in comparable working environment.

Special Condition Associated with Job

- Required to travel island wide.

8. Public Relations Officer (Level 4)

Job Purpose

Under the general direction of the Public Relations Manager, the incumbent creates, organizes, implements and monitors Public Relations and Communications initiatives for the Authority. Responsibility is also exercised for promoting the Authority's policies, programmes, services and activities to enrich its image.

Key Responsibilities

- Collaborates with the Manager, Public Relations on the design, development and execution of the Authority's Public Relations, Public Education, Promotional and Outreach Programmes;
- Develops networking arrangements and linkages with the media, representatives of the Fisheries communities and associations, Private and Public Sector;
- Interprets policies, policy guidelines and procedural decisions, and ensures that regulations are properly applied;
- Investigates complaints and monitors operations generally and recommends to the Manager, proposes changes to work programmes or makes necessary changes, as required;
- Implements the Authority's Public Education Programmes, utilizing the mass media and public fora to foster greater understanding and public awareness of the Ministry's objectives and policies;
- Develops communication initiatives for radio, television and print media in consultation with the Jamaica Information Service and other Agencies;
- Prepares and disseminates information to the media, Public and Private Organizations and the general public;
- Develops and disseminates the NFA's periodicals and other publications;
- Develops and implements effective communication strategies to sensitize staff about policy decisions, activities and developments within the Authority;
- Organizes press briefings and conferences and other special events on behalf of the Authority;
- Prepares speeches for various focal persons;
- Participates in the development of the Authority's Communications Policy;
- Participates in the development and implementation of the Authority's Public Relations Programme;
- Assists with formulation and implementation of Public Education Programmes for the Authority;
- Participates in the planning and organizing of major events hosted by the Authority;
- Conducts research and writes scripts for production of videos of the NFA's Programmes and events;
- Writes media advisories and assists with arrangements for media coverage of Sector/Agency related events;
- Conducts research and writes scripts for radio programmes for NFA's achievements and developments within the Fisheries Sector;
- Assists with arrangements for the hosting of news conferences and media tours;
- Assists with the production of radio programmes for the Authority;
- Writes briefs for CEO and team for Radio/TV interviews to discuss the Authority's achievements;
- Interviews NFA officials and fisheries stakeholders on a regular basis, to facilitate the production of news stories for the print and electronic media;
- Provides updates for the audio and video clips segment of the NFA's Website;
- Responds to emailed requests to the PR Unit for information on fisheries related issues;
- Assists with writing and editing of the Authority's Annual Report;
- Promotes adherence to the Authority's policies, regulations and standards;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong oral and written communication skills;
- Good interpersonal and people management skills;
- Sound knowledge of research methods and data analyses;
- Strong innovative skills;
- Strong analytical, problem solving and organizing skills;
- Strong planning and decision-making skills;
- Ability to work with a team;
- Ability to think creatively and work independently;
- Ability to use initiative and exercise sound judgement;
- Proficiency in the use of relevant computer applications and preventative aids.

Technical:

- Good knowledge of the Fisheries Act 2018 and related legislation, policies and guidelines;
- Excellent knowledge of public relations and communications strategies, approaches, tools and methodologies;
- Sound knowledge of Government's communication policies and protocols;
- Knowledge of the challenges and issues facing the Fisheries Sector;
- Knowledge of the local media landscape.

Minimum Required Qualification and Experience

- Bachelor of Arts Degree in Mass Communications, Journalism or equivalent qualification;
 - Specialized training in Public Relations and Communication;
 - Two (2) years' experience in a comparable working environment.
- OR**
- Associate Degree in Mass Communications, Journalism or equivalent qualification;
 - Specialized training in Public Relations and Communication;
 - Four (4) years' experience in a comparable working environment.

Special Conditions Associated with the Job

- Ability to meet tight deadlines and to work outside of normal working hours, including weekends and public holidays;
- The working environment may be stressful at times.

9. Data Collection Officers (Level 3) - 9 posts

Job Purpose

Under the supervision of the Statistician/Data Manager, the incumbent is responsible for the collection and recording of biological, socio-economic and other Fisheries related data for the Authority.

Responsibility is also exercised for providing technical support for the Authority's Data Management Programme, thereby ensuring that information flows timely and securely to internal and external stakeholders.

Key Responsibilities

- Participates in the preparation of Work, Operational and Corporate Plans and Budgets;
- Writes Monthly, Quarterly and Annual Reports on the activities of the Data Centre;
- Participates in the evaluation of equipment and supplies for the Data Management Programme;
- Conducts Data Collection training for staff;
- Manages the storage and security of data;
- Monitors, facilitates and enforces policies, systems and procedures for effective data management;
- Devises and implements efficient and secure procedures for data handling;
- Ensures databases are protected from security breaches and data losses;
- Formulates techniques and strategies for quality data collection to ensure adequacy, accuracy and legitimacy of data;
- Collates and records information relevant to the Authority from Industry stakeholders and other sources;
- Conducts field visits to determine levels of domestic fish production in specified areas and records findings;
- Collects and documents statistics on fish production and from Capture Fisheries and aquaculture;
- Ensures accurate recording of climate and ecological factors which influence production yields and incidence of pests and infestation;
- Supports staff in the daily use of data systems and with reports and data extraction as required;
- Monitors and analyzes the performance of the Data Collection Systems and makes recommendations for new technology upgrades when required;
- Updates and maintains databases;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills;
- Good customer service skills;
- Good communication and presentation skills;
- Good people management skills;
- Good problem solving and conflict management skills;
- Good collaboration skills;
- Confidentiality and integrity;
- Proficiency in the use of relevant computer operations.

Technical:

- Knowledge of the Fisheries Act, 2018 and related legislation, policies and guidelines;
- Knowledge of the policies and procedures of the National Fisheries Authority;
- Knowledge of public sector regulations and guidelines;
- Strong knowledge of Data Collection Methods;
- Good knowledge of the Access to Information Act;
- Good knowledge of other relevant legislation;
- Good knowledge of the operations of Government;
- Familiarity with modern database and information system technologies.

Minimum Required Qualification and Experience

- Associate Degree in Natural or Social Sciences or a related discipline.
- OR**
- Diploma in Natural or Social Sciences or a related discipline;
 - Two (2) years' experience in field data collection.

Special Conditions Associated with the Job

- Position involves extensive fieldwork including visiting fishing beaches, fish landing sites and aquaculture farms island wide; and also includes travelling at sea to offshore areas such as the Pedro and Morant Cays;
- Required to travel locally and overseas for short periods;
- May be required to work on weekends, public holidays, outside of normal working hours in the execution of data and information gathering activities and for extended hours to finalize reports and documents;
- May be required to work in volatile communities and be exposed to hostile clientele.

10. Driver 2 (Level 4) - 2 posts**Job Purpose**

Under the supervision of the Transport Officer, the Senior Driver is responsible for operating such vehicles as seven (7) ton haulage trucks, ten (10) ton refrigerated truck and to tow trailer with gross vehicle weight rating of up to 13 tons.

Key Responsibilities

- Transports goods/materials from the Authority to locations islandwide;
- Transports staff from the Authority to locations islandwide;
- Tows trailer carrying sea vessels from inland docking point to launching points islandwide;
- Collects and signs for fuel/oil, where necessary, accounting for all receipts for fuel received;
- Assists in loading and unloading trucks occasionally;
- Checks the vehicle each morning to ensure that the braking and signalling systems are functioning properly and the oils, water coolant, brake fluid or oil, air pressure for air brake are at operating levels;
- Checks that spare tyres, tools and jack are in place and ensures that any punctured tire on the Unit is changed before Driving Unit;
- Checks that the vehicle is regularly serviced and maintained;
- Reports all defects, deficiencies, shortage or damage to the Transport Officer;
- Performs general mechanical and simple electrical repairs to vehicle assigned;
- Prepares reports and maintains records on the operations of the vehicles;
- Reports any defects or damage done to the vehicle assigned;
- Prepares reports giving details on accidents the vehicle assigned is involved in;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Effective oral and written communicate skills;
- Ability to work collaboratively;
- Effective decision-making skills;
- Ensuring value for taxpayer's money;
- Providing quality service.

Technical:

- Excellent defensive driving skills;
- Good Fuel Management;
- Occupational Health and Safety;
- Proficient in basic mechanics;
- Knowledge of Road Code.

Minimum Required Qualification and Experience

- Minimum requirements for entering the Civil Service;
- Possession of a valid General Driver's License;
- Approval to operate motor vehicle from Island Traffic Authority;
- At least three (3) years' experience in a similar position.

Special Conditions Associated with the Job

- May be driving for long periods;
- May be required to stay overnight in various parts of the country;
- May be required to work weekends and public holidays.

11. Customer Service Assistant (Level 3)**Job Purpose**

The incumbent is responsible for assisting the general public in all aspects of their interaction with the Authority as the first line of contact to assist with customer inquiries and complaints and interact with customers to provide and process information. The incumbent will also provide an effective and efficient communication system both internally and externally.

Key Responsibilities**Technical:**

- Greets and welcomes visitors to the Authority and directs them to the appropriate office/officer;
- Ensures courteous treatment of all staff and visitors to the Authority and via telephone;
- Ensures reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures);
- Provides accurate information in-person and via phone/email;
- Customers' enquiries and complaints recorded and dealt with;
- Researches, compiles and delivers information to Supervisor;
- Receives all incoming calls, identifies the officers required and connects callers to the appropriate extensions;
- Answers calls from extensions, dials numbers requested and connects the party called to officers who requested the number;
- Takes and relays messages promptly;
- Reports faults and defects to Unit Head and Service Providers;
- Maintains contact with Divisions/Directors/Outstations for smooth flow of information;
- Advises cashier and other staff members on the amount owing for private calls;
- Reconciles monthly bills and submits particulars relating to payments of all charges in the Telephone Register;
- Maintains office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges);
- Ensures that systems, procedures and working practices are implemented accurately in accordance with established format;
- Ensures that a professional attitude is displayed at all times;
- Always maintains the Authority's corporate image;
- Displays professionalism, confidentiality and good deportment at all times;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Good oral and written communication skills;
- Customer service and quality focus skills;
- Ability to use own initiative;
- Good time management skills;

- Teamwork and co-operation skills;
- Compliance;
- Integrity;
- Ability to manage the client interface.

Technical:

- Knowledge of Customer Service, telephone ethics and techniques;
- Knowledge of Office Management and Ethics;
- Public speaking skills;
- Record keeping skills;
- Switchboard Operating skills;
- Knowledge of the Authority's policies and procedures.

Minimum Required Qualification and Experience

- Four (4) subjects at the CXC General proficiency/GCE O 'levels including English Language and a numeric subject;
- Certificate in Customer Service;
- Certificate in Telephone Operating and ethics;
- Training in Public Speaking;
- Three (3) years' experience in a similar field.

OR

- Diploma in Management Studies with two (2) years' experience in a similar role;
- Training in Customer Service and Telephone Ethics;
- Training in Public Speaking.

12. Compliance Officer (Level 3) - 9 posts

Job Purpose

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 any 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.

13. Licensing and Registration Clerk (Level 2)**Job Purpose**

Under the general direction of the Licensing and Registration Manager, the Licensing and Registration Clerk is responsible for the collection of data and information, and interviewing fishers and fish farmers applying for licenses, permits and authorizations to engage in capture fisheries or aquaculture, in keeping with the Fisheries Act.

Key Responsibilities

- Interviews applicants for registration, licensing, permits and authorizations;
- Collects data and information for the registration and licensing process;
- Provides support and assistance to applicants and assists applicants with the completion of forms;
- Assists with the licensing and registration procedures for fishers, fish farmers, fishing vessels and aquaculture facilities;
- Files completed applications and maintains an effective filing system;
- Assists in preparing fisher Identification Licence, fishing vessel licenses, fish farmer Identification Licence and aquaculture facility licence;
- Assists in maintaining fisher/vessel, Fish Farmer/aquaculture facility files in specified database;
- Participates in monitoring, surveillance and enforcement activities;
- Performs any other related duties that may be assigned by the Licensing and Registration Manager.

Required Knowledge, Skills and Competencies**Core:**

- Ability to work with people from a variety of cultures and ethnic backgrounds;
- Good interpersonal skills;
- Good oral and written communication skills;
- Teamwork and co-operation;
- Strong customer relations skills;
- Ability to use own initiative
- Integrity

Technical:

- Basic knowledge of Fisheries and related Legislation;
- Good negotiation and conflict management skills;
- Familiarity with fishers and fish farming communities issues.

Minimum Required Qualification and Experience

- Associate Degree in Fisheries, Aquaculture, Computer Science or any related discipline;
 - Two (2) years related experience.
- OR**
- Diploma in Fisheries, Aquaculture, Computer Science or any related discipline;
 - Four (4) years related experience.
- OR**
- Any equivalent combination of qualifications and experience;
 - Training in Licensing and Registration and/or Enforcement Procedures would be an asset;
 - Training in customer relations and/or communication skills would be an asset.

Special Conditions Associated with the Job

- May be subject to island-wide travel which includes remote locations;
- May be subject to harsh working environment (e.g., aquatic and offshore areas) and hostile clientele;
- May be subject to corrupting influences;
- Job requires handling of confidential information.

14. Records Officer/Cashier (Level 2)

Job Purpose

The Records Officer/Cashier (Level 2) is responsible for the safe custody and lodgment of all funds received at designated Sub-Station/s on behalf of the National Fisheries Authority.

In addition, the incumbent receives applications for licenses and permits, submits these to the Licensing and Registration Branch for processing and issues approved licenses and permits to qualified fishermen, fishing vessels and owners, thereby giving them permission to fish in Jamaican waters in keeping with the Fisheries Act. There is a requirement to liaise with other Authority personnel such as Extension Officers to ensure that applicants are genuine fishers and that boats are being maintained in accordance with seaworthy standards, before accepting the applications for submission.

The incumbent also compiles and maintains records of licenses and permits issued at the designated Sub-Stations as well as records of fuel stock. He/she monitors fuel use and prepares requisitions for depleted stock, as necessary.

Key Responsibilities

Technical:

- Collaborates with the Operations Manager to ensure the maintenance of supplies for operational activities;
- Checks fuel received and maintains stock book by recording therein the quantity of outboard motor fuel issued daily;
- Checks and balances meter reading with daily sales and reports any discrepancies for appropriate investigation;
- Checks and signs off delivery of fuel to ensure that the quantity/product ordered is delivered;
- Prepares and submits weekly return forms.
- Collects funds and issues receipts to fishers and vessel owners for revenues from the sale of fuel;
- Prepares and dispatches daily bank lodgments in accordance with established guidelines, through the relevant Courier Service;
- Prepares and maintains cash sales Receipt Book and posts entries from cash sales receipts;
- Prepares monthly report detailing revenue collections;
- Collaborates with the Operations Managers to ensure that the Occupational Safety and Health procedures for the Sub-Station are adhered to;
- Conducts checks to ensure that the relevant compartments of the gas tanker are sealed;
- Interviews applicants to ascertain type of license needed (i.e. commercial, recreational);
- Collects data and documents for use in the licensing process;
- Completes application forms with the applicants; prepares internal forms for submission for authorizing signature(s);
- Monitors the Attendance Registers, maintains Leave Cards, prepares and submits the Attendance Reports for the Sub-Station/s to the Division's Administrative Office;
- Performs any other related duties that may be assigned from time to time by the Operations Manager or Senior Authority personnel at the local level.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good customer and quality focus skills;
- Good interpersonal skills;
- Good teamwork and co-operation;
- Demonstrates honesty, integrity and confidentiality.

Technical:

- Sound knowledge of Government Accounting Procedures and the Financial Administration and Audit Act (FAA);
- Sound knowledge of general accounting principles and practices;

- Sound knowledge of safety procedures;
- Good understanding of supplies and inventory management;
- Good numeric skills;
- Working knowledge of the Fisheries Act and related regulations and guidelines;
- Working knowledge of the policies and procedures of the National Fisheries Authority;
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- Four (4) subjects at the Caribbean Advance Proficiency Examination (CAPE) Level inclusive of Communication Studies and a numeric subject or Diploma/NVQJ Certificate Level 3 in General Office Administration or related field;
- Certificate in Government Accounting (Level 1);
- Training in Supplies Management;
- Two (2) years' experience in a similar capacity.

OR

- Five CXC/GCE O' Level subjects inclusive of English Language and a numeric subject or NVQJ Certificate Level 2 in General Office Administration or related field;
- Certificate in Government Accounting (Level 1);
- Training in Supplies Management;
- Four (4) years' experience in a comparable work environment;
- Training in Customer Service would be an asset.

Special Conditions Associated with the Job

- Exposure to gas fumes and susceptibility to fire hazards;
- May be subject to corrupting influences;
- Susceptibility to risks associated with monetary transactions.

15. Messenger (Level 1)

Job Purpose

Under the supervision of the Administrative and Office Services Manager, the Messenger is responsible for the transportation of official documents and mail in a safe manner while ensuring that his motor bike is kept clean and mechanically sound.

Key Responsibilities

- Assists in the maintenance of the Authority's motor bike;
- Transports small items and packages for official functions and assignments, as required;
- Ensures that mail is delivered to their correct address;
- Maintains proper records of daily assignments in Logbook;
- Ensures the efficient operation of the Authority's motor bike and accepts responsibility for same and its accessories;
- Observes vehicular and traffic regulations;
- Uses advanced card issued for purchase of fuel efficiently and returns all receipts to the Supervisor;
- Reports all motor bike defects as soon as observed to the Supervisor and records incidents in Log Book;
- Reports all accidents to the Police and to the Supervisor and ensures that the correct accident protocol is followed;
- Completes the service and repair records for the motor bike assigned;
- Ensures that the motor bike is properly licensed, insured and Certificates of Fitness is up to date;
- Ensures that goods and services are collected as necessary;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills;
- Good oral and written communication skills;
- Good customer relations skills;
- Good time management skills.

Technical:

- Knowledge of the operations of the Authority's transportation procedures;
- Excellent riding skills;
- Excellent skills in defensive riding;
- Proficiency in basic mechanics;
- Ability to exercise good judgment;
- Good knowledge of the road network in Jamaica;
- Basic knowledge of motor bike maintenance.

Minimum Required Qualification and Experience

- Basic GOJ requirements for Entry to the Civil Service;
- Must possess a valid motor bike Licence;
- Two (2) years' experience in similar position;
- Understanding of Basic Mechanical Operations would be an asset;
- Extensive travelling;
- May have to work for extended hours and on weekends and public holidays.

Special Conditions Associated with the Job

- Extensive travelling;
- May have to work for extended hours and on weekends and public holidays.

Applications accompanied by detailed résumés, including the names of two (2) referees, should be submitted **no later than Wednesday, 24th April, 2024 to:**

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

Email: fisherieshr@moa.gov.jm

Please note that only shortlisted applicants will be contacted.

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



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