



Office of the Services Commissions

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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 the following **vacant posts** in the **National Fisheries Authority**:

1. **Principal Director, Legal and Regulatory Affairs (Level 11) - Legal Services Unit**, salary range \$9,401,821 - \$12,644,404 per annum.
2. **Senior Director, Aquaculture Extension (Level 9) - Aquaculture Division/ Aquaculture Extension Services Branch**, salary range \$6,333,301 - \$8,517,586 per annum.
3. **Aquaculture Engineering Specialist (Level 8) - Aquaculture Division/ Aquaculture Extension Services Branch**, salary range \$5,198,035 - \$6,990,779 per annum.
4. **Manager Outstation and Special Projects Accountant (level 7) - Finance and Accounts Division**, salary range \$4,266,270 - \$5,737,659 per annum.
5. **Management Accountant (Recurrent) (Level 7) - Finance and Accounts Division/ Management Accounts Branch**, salary range \$4,266,270 - \$5,737,659 per annum.
6. **Accounts Clerk (Level 3) (2 posts) Finance & Accounts Division/Final Accounts and Reporting Branch**, salary range \$1,711,060 - \$2,301,185 per annum.

1. Principal Director, Legal and Regulatory Affairs (Level 11)

Job Purpose

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

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

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

Key Responsibilities

Management/Administrative:

- Directs the development of Budgets/Corporate/Strategic and Operational Plans in accordance with the required guidelines;
- Develops Individual and Unit Plan;
- Advises the CEO on the legal policy framework for the Authority, based on best practices and in keeping with the laws promulgated for the National Fisheries Authority;
- Recommends priorities and strategic direction for the Legal Services Unit and manages the Legal Officer, Administrative Support Officer and external Counsel as may be required from time to time;
- Develops, implements and monitors various policies, guidelines and procedures for the Authority;
- Prepares technical briefs for the CEO and the Chairman of the Board, as required;
- Advises and engages Directors, CEO and other staff about changes in international and other obligations based on ongoing research;
- Reviews and analyses legislation, policies and policy guidelines and makes recommendations for amendments and changes;

- Formulates legal arrangements to establish partnerships with Public and Private Sector entities, local, regional and international organizations;
- Formulates legal papers, Cabinet Submissions, briefs and proposals and represents the Authority at conferences, seminars, negotiations and committees locally, regionally and internationally;
- Participates in the development and conduct of training sessions and seminars for internal and external clients, for example compliance and enforcement sessions for staff;
- Participates in the quarterly and annual reviews/retreats and contributes to the general management and strategic direction of the Authority;
- Prepares and presents the Department's quarterly Legislation Programme, ensuring all priority Bills are adequately represented;
- Monitors progress of the implementation of the programme and submits update to Board and the CEO, as required;
- Attends sittings of Parliament and provides clarification on Bills, as required;
- Provides guidance relating to disciplinary and grievance issues and assists in maintaining a harmonious industrial relations environment;
- Provides legal advice to the CEO and senior management, on specialized and routine legal matters;
- Keeps abreast of international conventions related to the Authority's activities and interprets and advises on its implications.

Technical/Professional:

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

accordance with the Authority's instructions;

- Liaises with the Clerk to the House of Parliament in relation to matters to be tabled or debated in Parliament involving Legislation administered by the Department;
- Co-ordinates the preparation for the filing of actions on behalf of the Authority on violators of laws within the purview of the NFA;
- Participates in court proceedings on behalf of the Department and Corporation, ensuring adequate support to the Attorney General's Chambers and the Office of the Director of Public Prosecution, as required;
- Assists the Human Resource Management and Development Branch with disciplinary matters, as required;
- Attends the sittings of the House of Representatives and the Senate when Bills from the Authority are being considered;
- Reviews work assignments undertaken by the Legal Officer and advises on areas which need to be amended before dispatch;
- Reviews legal documents and other documents in relation to projects undertaken by the Authority;
- Reviews and makes recommendations for preparation of new legislation;
- Prepares and reviews Drafting Instructions related to the Fisheries Sector;
- Prepares proposed drafting instructions and/or drafting Orders for signature of the Minister, ensuring all necessary/required consultations and Cabinet Submissions are done and co-ordinates the gazetting of the Orders;
- Ensures that the members of the NFA, and the Board of Directors (BoM) receives proper advice and resources for discharging their fiduciary duties to stakeholders under the law and the records of the Board's actions reflect the proper exercise of those fiduciary duties;
- Operates as an active partner with Board members to ensure the Board's effectiveness and good governance, that is, an advisor to the Board to ensure that policy and intent are manifested correctly; a resource to provide trends and information;
- Develops and administers the Authority's Corporate Governance Principles and Guidelines and provides advice on Corporate Governance issues to the BoD, Director, senior executives and managers;
- Develops and implements Corporate Procedural and Administrative Systems that focus on compliance matters and Corporate Governance affairs in supporting the successful operations of the Authority;
- Oversees the creation of an effective Corporate Record-keeping System, ensuring that records are accurate, filed, indexed, and kept up-to-date, protected and accessible, all in accordance with the law and compliance requirements;
- Co-ordinates the preparation for all meetings of the BoD and Board subcommittees;
- Co-ordinates the preparation and distributes Board/Committee Preparatory Papers, Minutes, briefing material, meeting agendas, notifications, and so on;
- Prepares reports on outstanding agenda items and takes all necessary action, to ensure that the information is provided in a timely manner for consideration by the Board/Committee members;
- Attends Board and Committee meetings, records Minutes and prepares final documents for distribution, highlighting Board and Committee decisions and/or information items, actions and directives;
- Contributes to meeting discussions as required, advises members of the legal, governance, accounting and tax implications of proposed policies, and updates relevant policies, where necessary;
- Ensures the accuracy of the Minutes, reports, decisions etc. touching and concerning the operations of the Board;
- Collates information, prepares correspondence, and writes reports, ensuring that the decisions made, and the actions to be taken by the Corporation are communicated to the relevant stakeholders;
- Manages project deadlines for the BoM and assists in the development of quality standards for consistent reporting;
- Organizes and maintains an Annual Timetable and diary of key meetings for the Corporation's BoM and Board Sub-committees;
- Serves as a Focal Point for communication with and between the BoM and Senior Executives, managers and the Corporation's stakeholders;
- Provides legal advice to Appeals Tribunal;
- Manages and organizes hearings and meetings of the Appeals Tribunal.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and or initiates corrective action, where necessary ;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Assists with the development and implementation of 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 Division in collaboration with the Human Resource Management and Development Branch;

- Devises job rotation strategy for the Division in collaboration with the Human Resources Division;
- Ensures the welfare and developmental needs of staff in the Division/Unit 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;
- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching;
- Develops and sustains teamwork, unity and commitment to organizational goals;
- Participates in the recruitment of staff;
- Approves leave, recommends appointments, training incentive arrangements and disciplinary action for staff supervised;
- Conducts staff appraisals and writes performance reports adhering to the required guidelines and timeframes.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership and interpersonal skills;
- Excellent presentation and communication skills;
- Excellent conceptual and listening skills;
- Strong policy formulation and analytical skills;
- Ability to write clearly and succinctly and to meet deadlines;
- Highly developed team building skills and the ability to work effectively with internal and external stakeholders;
- Excellent legal drafting and research skills;
- Excellent problem-solving and decision-making skills;
- Confidentiality and Integrity;
- Highly adaptable skills;
- Good Change Management skills.

Technical:

- Good knowledge of The Fisheries Act, 2018, relevant legislation, legal guidelines, policies and policy guidelines of the National Fisheries Authority;
- Knowledge of national, regional and international Fisheries laws and protocols and other related international laws and regulations;
- Good arbitration and negotiation techniques;
- Good knowledge of Public Sector Laws, rules and guidelines;
- Good knowledge of Commercial, Conveyance, Contract, Property and International Laws;
- Excellent Research and legal writing skills;
- Good knowledge of Legal framework of government;
- Contract negotiations and drafting;
- Industrial Relations and Public Service Regulations.

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB);
- Certificate of Legal Education from the Norman Manley or Hugh Wooding Law School, UWI;
- Two (2) years' experience in a senior legal capacity;
- Five (5) years overall experience in the field;
- Corporate Governance training would be an asset.

Special Conditions Associated with the Job

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

2. Senior Director, Aquaculture Extension (Level 9)

Job Purpose

Under the general direction of the Principal Director, Aquaculture Division, the Senior Director, Aquaculture Extension Services is responsible for managing and monitoring all functions, activities and outputs relating to the extension services. The primary purpose of the position is to ensure

technology transfer, training, capacity building and the facilitation of interventions to support the development and efficient operation of the aquaculture production value chain.

Accordingly, the incumbent develops and implements projects that facilitate socio-economic development as well as product development, processing and marketing among stakeholders. The incumbent also interacts with stakeholders in order to provide feedback on the impact/effect of policies and create linkages between the needs of the sector and research activities. Generally, the post provides advice to inform decision-making relating to the implementation of activities and performance outputs within the regime of the extension service.

The incumbent is also required to participate in the planning, organization, development and administration of systems, procedures and programmes for the development and management of aquaculture in Jamaica. 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:

- Directs the programmes and activities of the Aquaculture 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;
- Ensures that appropriate communication and knowledge management systems are in place within the Branch and with other internal and external entities;
- Ensures the management and continuous performance of staff within the Branch through the implementation of the performance management system;
- Collaborates with other directors and managers in developing and implementing Authority-wide administrative and other corporate policies;
- Represents the Authority on Committees, as well as at local and international conferences, seminars, workshops and meetings concerning fish production, distribution and sustainability, provides professional support, presents papers and makes submissions and presentations, as required.

Technical/Professional:

- Develops, coordinates and monitors the implementation of an effective extension programme for aquaculture, ensuring the transfer of appropriate technology to the farmer;
- Monitors inspections of field-work development, specifically those relating to pond construction and fish farm operations in order to identify issues and provide assistance in resolving the problems, which may arise;
- Monitors the various technical assistance services to fish farmers e.g. the provision of seed stock;
- Develops proposals for the implementation of benefits such as subsidies and incentives to fish farmers ensuring that safeguards to avoid potential problems are included;
- Ensures that the processes for the rental of nets and other equipment for harvesting fish from small farmers are carefully managed in order to reduce the risks of disease transfer between farms;
- Co-ordinates the development and implementation of business arrangements to assist fish farmers in marketing their products;
- Collaborates with the Research Branch to facilitate technology transfer based on emerging research, adding value to aquaculture products, develop and implement production measures aimed at adding value to tilapia products;
- Collaborates with the Director of Compliance and Licenses to report breaches of regulations by fish farmers and facilitate the compliance process;
- Participates in and contributes to an efficient system of aquaculture data collection for the monitoring of the aquaculture industry;
- Participates in the development of an academic curriculum in aquaculture for agriculture colleges and other secondary and tertiary institutions in Jamaica;
- Makes recommendations on the feasibility of aquaculture projects which are proposed by the Private and Public Sector Agencies in Jamaica.

- Facilitates the development of projects and programmes aimed at improving aquaculture production and efficiency and developing the value chain and strengthening the participation of fish farmers in the aquaculture value chain

Human Resource Management:

- Provides leadership and guidance to direct reports through effective objective setting, planning, delegation, communication, training, mentoring and coaching;
- Identifies the training needs of the staff and facilitates the formulation of programmes for staff training and development;
- Recommends disciplinary action to be taken, when necessary;
- 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 attainment of established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends transfers, promotions, termination and leave in accordance with established human resource policies and procedures;
- Collaborates with the Corporate Services Division to develop and implement a succession planning programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the Branch;
- Ensures the welfare and developmental needs of staff in the Branch are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Organization's goals;
- Performs any other related duties that may be assigned by the Chief Executive Officer and/or the Principal Director from time to time.

Required Knowledge, Skills and Competencies

Core:

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

Technical:

- Sound knowledge of the Fisheries Act and related regulations and guidelines;
- Sound knowledge of the policies and procedures of the National Fisheries Authority;
- Good knowledge of public sector laws, rules and guidelines and of the Ministry's policies and procedures;
- Excellent knowledge of agricultural extension principles, methods and techniques;
- Good knowledge of fish farm design and construction;
- Sound knowledge of all types of aquaculture fish production;
- Good knowledge business management and development skills.

Minimum Required Qualification and Experience

- Master's Degree in Aquaculture, Fisheries Management, Agricultural Rural Development or relevant Discipline;
- Four (4) years experience in extension services and working in an environment of similar size and complexity, at least two (2) of which should be at a senior managerial level.

OR

- Bachelor's Degree in Aquaculture, Fisheries Management, Agricultural Rural Development or relevant Discipline.
- Seven (7) years' experience in extension services and working in an environment of similar size and complexity, at least four (4) of which should be at a senior managerial level.

Special Conditions Associated with the Job

- Exposure to physically demanding working environment;
- Exposure to challenges and crises which require response at very short notice;
- Impacted by high stress from other government directed programmes;
- Required to travel island-wide, including travel to remote locations.

3. Aquaculture Engineering Specialist (Level 8)

Job Purpose

Under the direction of the Director, Aquaculture Extension Services, the Aquaculture Engineering Specialist is responsible for managing and co-ordinating all activities for the construction/renovation of fish ponds, marine cages and other holding facilities for fish culture.

There is a requirement for the incumbent to conduct surveys of sites and design blueprints for the layout of aquaculture/mariculture facilities and fish ponds. The incumbent also determines the location, specification and design of water control and drainage structures.

Key Responsibilities

Management/Administrative:

- Participates in the preparation of the work programmes, plans and budget for the Aquaculture Extension Services Branch;
- Supervises the preparation of work plans for direct reports and monitors to ensure that work is carried out as planned and that established targets are met;
- Represents the Aquaculture Extension Services Branch at conferences, seminars and workshops on aquaculture and related matters;
- Prepares monthly, quarterly, annual and ad-hoc reports, papers, briefs and other documents for submission to the Director, Aquaculture Extension Services;

Technical/Professional:

- Facilitates the construction, installation, renovation of fish holding facilities e.g. ponds, marine cages, concrete tanks or other structures for the holding of fish;
- Conducts site surveys to determine the layout and placement of fish ponds/marine cages and other fish holding structures on the site;
- Prepares blue print for the layout of the aquaculture/mariculture facilities and fish ponds;
- Provides supervision for the clearance of land for the construction of ponds for fish culture;
- Supervises the construction and renovation of fish ponds consistent with design and specifications;
- Identifies the location, specification and design of water control structures specific to the site at which the construction of the fish pond or other fish holding facility is being constructed;
- Identifies the location, specification and design of drainage infrastructure for fish ponds or other fish holding facility;
- Assists in the identification of the appropriate resources (e.g. earth moving equipment) required to facilitate the construction of fish ponds/aquaculture facility.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Makes recommendations to ensure that the welfare and developmental needs of subordinate staff are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good leadership and management skills;
- Good interpersonal skills;
- Excellent oral and written communication skills;
- Strong customer relations skills;
- Strong problem solving and conflict management skills;
- Excellent knowledge of relevant Computer applications and software.

Technical:

- Sound knowledge of the Fisheries Act and related regulations and guidelines;
- Sound knowledge of the policies and procedures of the National Fisheries Authority;
- Excellent Knowledge of surveying methodologies and techniques for the layout and construction of fish ponds, marine cages and other aquaculture facilities;
- Sound Knowledge of aquaculture/civil engineering theories, principles and practices;

- Sound Knowledge of machinery used in the construction of fish ponds, marine cages and support infrastructure;
- Working knowledge of the nature and properties of soils;
- Working knowledge of water currents, wind and wave actions;
- General awareness of environmental factors that impact or are affected by aquaculture;
- Ability to interpret the suitability of climatic and watershed conditions to determine the suitability of sites for the establishment or installation of an aquaculture facility;

Minimum Required Qualification and Experience

- First Degree in Civil Engineering or other Engineering Degree;
- Post Graduate/Specialized training in the construction and design of marine cages, fish farms and fish ponds;
- Three (3) years' experience in a comparable working environment;
- SCUBA Certification and dive experience would be an asset.

Special Condition Associated with the Job

- Exposure to challenges and crises which require response at very short notice;
- May be necessary to wear protective clothing at times, e.g. rubber boots and to dive underwater;
- Some exposure to long hours in the sun, dust and water;
- Required to travel locally and overseas;
- Exposure to hostile clientele and working in volatile communities;
- Must be physically fit and able to work productively in a "hands on" work environment

4. Manager Outstation and Special Projects Accountant (level 7)

Job Purpose

Under the direction of the Senior Director, Finance and Accounts Division, the Manager, Outstations and Special Projects is responsible for planning, organizing and monitoring the accounting and budgetary activities of special projects. Accordingly, the incumbent undertakes feasibility analyses, monitors project expenses, deliverables and timelines, maintains project accounting records/databases and ensures that project guidelines are complied with and in accordance with the provisions of the FAA Act and the regulations of the multilateral and bilateral.

The incumbent also accounts for all funds received at Sub-Offices on behalf of the National Fisheries Authority. He/she liaises directly with the Records Officer/Cashier at Sub-Stations regarding the collection of revenue from fuel sales and the issuing of licenses and permits to fishers and vessel owners.

Key Responsibilities

Management/Administrative:

- Develops and implements the Operational Work Budgets and Work Plans;
- Interprets budget policies and establishes procedures and practices for their implementation;
- Ensures that staff members and Programme Managers are aware of the various guidelines and adhere to the FAA Act;
- Provides expert advice and specialist assistance on accounting and financial matters;
- Supervises, mentors, guides and appraises accounting staff;
- Participates in the Division's strategic planning process plan, prepares, administer and monitor the annual budget; offering advice of a financial nature to the Director and ensuring the work of the Division is carried out according to plan;
- Liaises through the Senior Director, Finance and Accounts with personnel of the various projects, contractors, project sponsors, Outstations' Records Officers and Project Team Members concerning computation, authorization and payment of goods and services;
- Determines objectives and goals for Project Account and ensures the achievement of targets;
- Keeps abreast of trends and developments in accounting and financial practices and recommends the application of new methodologies, where appropriate;
- Represents the Authority at project team meetings, conferences, seminars and other project related fora;
- Prepares and makes presentations on accounting, financial and related issues.

Technical/Professional:

- Monitors and evaluates the technical integrity of the Project accounting services supervises and makes recommendations for improvement;

- Controls the allocation of funds provided for expenditure on projects and programmes managed;
- Prepares reports and budget briefs for Senior Director;
- Ensures that project budgets and Cash Flows are prepared in accordance with GOJ's guidelines and in accordance with the Authority's objectives and strategies;
- Analyzes project budget requests to determine that they reflect the level of allocations and guidelines established by the GOJ and the Authority and are supported by realistic implementation Work Plans;
- Provides guidance to the staff in the preparation of the narratives in supporting the project budget allocations and to reflect the specific purposes and performance indicators;
- Analyzes financial statements and makes reports on adherence to regulations and standards and takes corrective action, as necessary;
- Implements and maintains effective systems and procedures and develops internal systems of control to ensure the reliability of standards of accounting, reporting on funds and making recommendations for improvement;
- Submits the consolidated project budget and related documents to the Senior Director ensuring that they are in conformity with the prescribed guidelines and that there is adequate time for them to be reviewed and approved for submission to the Ministry of Agriculture, Fisheries and Mining within the stipulated deadline;
- Directs and coordinates the preparation of the Carry-On Provision and Annual Cash Flow Forecasts for presentation to the Ministry of Agriculture, Fisheries and Mining in the prescribed format;
- Maintains control over the level of project expenditure, ensuring that expenditures are kept within budgetary limits and that they adhere to high standards of performance, value for money and project timelines;
- Closes out project accounts upon project completion;
- Exercises responsibility for implementing and operating an effective cash management system in respect of project funds;
- Reviews on an ongoing basis all project bank accounts to ensure that there are no large idle cash balances;
- Monitors the implementation of project budgets;
- Reviews project bank reconciliation statements;
- Reviews component ledgers, analyses ledgers and advance ledgers;
- Prepares Bank Reconciliation statements;
- Prepares Monthly and Quarterly Financial Reports for the Projects;
- Monitors projects' cash books for adequacy, accuracy and compliance;
- Reviews contracts and subcontracts to ensure terms and conditions are consistent with requirements of project sponsors and GOJ;
- Ensures that submitted invoices are accurate and settled promptly;
- Reviews and approves all invoices submitted for payments;
- Liaises with project managers and project sponsors on issues relating to project costing, project accounting etc.;
- Maintains project-related records, including contracts and changed orders;
- Maintains and manages all Project and Outstations accounting databases in the accounting information system to ensure timely updates, security and control;
- Enforces the timely submission of necessary information from project managers and Outstations Records Officers;
- Highlights project areas with opportunities for improvement and assists in the implementation of corrective action;
- Compiles information for internal and external auditors, as required;
- Prepares financial governance document for distribution to project teams;
- Prepares/obtains feasibility analysis for all projects before submission for approval by the Project Manager;
- Prepares/obtains budgets and detailed schedules for all projects and Outstations;
- Monitors project expenses, deliverables and timelines, compares with budget/schedule, investigate and produce variance report;
- Ensures that project guidelines are complied with;
- Monitors, tracks and records all expenses relating to each project and Outstations.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Project and recommends transfer, promotions, termination and leave in accordance with the established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff 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;
- Supervises direct reports;
- Ensures that staff members are aware of and adhere to the policies, procedures and regulations of the Authority;
- Ensures that members of staff supervised are courteous and efficient to internal and external clients.

Required Knowledge, Skills and Competencies

Core:

- Effective oral and written communication skills;
- Working collaboratively;
- Developing capability;
- Driving continuous change and improvements;
- Effective decision-making skills;
- Ensuring value for taxpayer's money;
- Providing quality service;
- Strategic and analytical thinking skills.

Technical:

- Workforce planning and talent management;
- Employee relations;
- Accounting;
- Budgeting and forecasting;
- Financial reporting;
- Financial resource management;
- Knowledge of procurement and financial regulations, legislation and policies;
- Financial risk management.

Minimum Required Qualification and Experience

- BSc. Degree in Accounting/Management Studies with Accounting from a recognized institution;
 - Two (2) years related accounting experience.
- OR**
- ACCA Level 2 or 3;
 - Post-Graduate Degree in Accounting/Financial Accounting;
 - Four (4) years related accounting experience.

Special Conditions Associated with the Job

- Ability to cope well under pressured working conditions and to meet deadlines;
- May be required to travel Island wide;
- May be required to work on weekends and public holidays;
- Exposure to adverse conditions on construction site/marine vessel/water.

5. Management Accountant (Recurrent) (Level 7)

Job Purpose

Under the direction of the Director, Management Accountant, the Management Accountant (Recurrent), is responsible for assisting with the operation of an effective cash management and budgeting system for the Authority. Accordingly, the incumbent undertakes daily Cash Flow management activities, including analysis of the cash flow, and makes recommendations for the implementation of cash flow strategies. The Senior Budget Officer also compiles the draft budget and assists with the monitoring of the recurrent budget implementation.

In addition, the incumbent assists the Director, Management Accountant with investment portfolio management and the management of all banking relationships. He/she conducts financial, statistical, and analytical studies; prepares and assists in the preparation of financial reports and statements and assists in the preparation of the Authority's budget.

Key Responsibilities

Management/Administrative:

- Assists with the co-ordination and analysis of the Authority's annual budget;

- Reviews with Senior Managers, budget requirements for their respective programmes and activities and the cost efficiencies of Authority's recurrent budget;
- Makes adjustments to the budget after review by the Ministry of Finance and the Public Service (MOFPS) and Senior Managers of the Authority;
- Ensures the timely distribution of Estimate of expenditure to Chief Executive Officer, Senior Managers and all other Programme managers within the Authority;
- Reviews annual and monthly cash flows and compare with approved Estimated of Expenditure before submission to the MOFPS;
- Examines monthly expenditure statements against warrant allocations to determine variance, if any, with warrants and approved budget and advises the Director, Management Accountant of any potential or necessary adjustments in future allocations;
- Liaises with Budget Analyst in the MOFPS on matters concerning the approved Budget, Warrant Releases and Cash Flows;
- Participates in monthly meetings with Cash Management staff at the MOFPS, and Senior Managers of the Authority to discuss warrant releases against actual requirements;
- Co-ordinates Quarterly Budget and Performance Review meeting with Seniors Managers to examine Expenditure against performance with a view to preventing budget overrun;
- Calculates and collates costing for the revision of salaries and allowances and advise MOFPS of the necessary adjustment;
- Advises the Director Management Accountant and Programme Managers of payment schedules;
- Examines and certifies monthly warrant allocations and all other activities in the Authority;
- Suggests measures to mitigate the negative impact of changes in these macro-economic variables;
- Prepares a monthly statement of projected Cash Flows for the month;
- Prepares short, medium and long-term financial forecasts;
- Reviews financial performance each month and prepares monthly variance report;
- Monitors changes in macro-economic variables such as; interest rates, inflation rates, exchange rates, fuel prices, etc and reports on the likely impact of these changes on projects, plans, programmes and financial projections of the authority;
- Reviews budget submissions from Divisional Heads for completeness, accuracy and reasonableness;
- Provides advice and assists in performing cost benefit analysis for proposed projects.
- Assists in the determination of expenditure priorities;
- 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;
- Working collaboratively;
- Effective decision-making skills;
- Ensuring Value for taxpayer's money;
- Providing Quality Service;
- Strategic and Analytical Thinking skills.

Technical:

- Accounting;
- Financial reporting;
- Budgeting and forecasting;
- Financial resource management;
- Knowledge of regulations, legislation and policies;
- Financial risk management.

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 Courses;
- Two (2) years' related experience in Accounting.

OR

- Associate Degree in Accounting (MIND) along with the completion of the revised Certificate in Government Accounting, or any equivalent relevant qualification from a recognized tertiary institution;
- Four (4) years related accounting experience.

Special Conditions Associated with the Job

- Periodically required to work beyond normal working hours, e.g. Budget preparation period;
- Occasional islandwide traveling.

6. Accounts Clerk (Level 3) (2 posts)

Job Purpose

Under the supervision of the Final Accounts Officer, the Accounting Clerk assists in maintaining, balancing, reconciling and closing accounts. The incumbent participates in monitoring advances and deposits, preparing journal vouchers and in carrying out recording procedures in compliance with the Financial Administration and Audit Act (FAA).

Key Responsibilities

Technical/Professional:

- Maintains final accounting records in accordance with the requirements of the FAA Act;
- Receives bank charges, debit advices, credit advices, stale cheques etc. to facilitate the preparation of journals;
- Prepares adjustment vouchers, as directed;
- Assists in checking bank statements against cheques to determine if there are any discrepancies;
- Posts bank statements to the Government Financial Management System (GFMS);
- Enters Payment Vouchers, journal entries, receipts and lodgments on the GFMS, advance clearance and other adjustments;
- Assists in bringing to book all monies received by the Cashier;
- Summarizes transactions, prepares control sheets and trial balances;
- Abstracts information from the accounts, as directed, and provides this to management to assist in determining the financial position of the Authority;
- Assists in preparing monthly activity and other reports;
- Assists in preparing annual financial reports and statements;
- Provides information required for the preparation of responses to audit queries;
- Performs any other related duties, which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Effective oral and written communicating skills;
- Working collaboratively;
- Effective decision-making skills;
- Providing quality service.

Technical:

- Accounting;
- Budgeting and forecasting;
- Financial reporting;
- Financial resource management;
- Knowledge of regulations, legislation and policies.

Minimum Required Qualification and Experience

- Four (4) CXC/GCE O'Level subjects including Mathematics or Accounts and English;
- Post-Secondary Certificate in Accounting, and in-service training courses in Government Accounting are assets;
- One (1) year experience in a comparable working environment.

Special Condition Associated with the Job:

- Sits for long hours using office equipment and entering financial information into a computer.

Applications accompanied by résumés should be submitted **no later than Wednesday, 7th August, 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