



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

1. **Business Development Officer (Level 8)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Quality Management Systems Officer (Level 8)**, salary range \$5,198,035 - \$6,990,779 per annum.
3. **Marketing Officer (Level 7)**, salary range \$4,266,270 - \$5,737,659 per annum.
4. **Senior Human Resource Officer (Employee Relations, Occupational Health and Safety) (Level 7)**, salary range \$4,266,270 - \$5,737,659 per annum.
5. **Public Procurement Administrator (Level 4)**, salary range \$2,190,302 - 2,945,713 per annum.
6. **Senior Records Officer (Level 4)**, salary range \$2,190,302 - 2,945,713 per annum.

1. Business Development Officer (Level 8)

Job Purpose

Under the general direction of the Senior Director, Commercial Services, the Business Development Officer, is responsible for formulating business development policies and strategies for the Authority.

The incumbent is also required to prepare business development plans and provide related services for small, medium and large fishers and fish farmers. The post is required to provide on-going support including innovative financial information and general technical assistance for clients.

Key Responsibilities

Technical/Professional:

- Develops targets, objectives, policies and programmes, systems and procedures to attain strategic goals;
- Plans, organizes and manages the work assigned, develops priorities and work schedules and recommends improved methods and changes, as required;
- Ensures that work programmes, plans and budgets are based on sound objectives and are consistent with the priorities of the Authority;
- Writes status and situational reports, briefs, submissions, papers and statements;
- Represents the Division at meetings, seminars and workshops, as required;
- Keeps abreast of cutting-edge trends and developments and creates innovative business strategies and techniques for the fishers and fish farmers;
- Evaluates business ideas and advises clients of the viability;
- Reviews Business Plans submitted and conducts comprehensive analysis of financial statements submitted;
- Provides specialized advice on Business Plans for fisheries development and ensures compliance with agreed specifications;
- Provides technical advice on findings and works with clients to develop business plans to the required standard;
- Assists with the preparation of clients' files for review and approval of banks and lending Agencies;
- Advises clients on relevant sources of information to conduct market research;
- Identifies business constraints and obstacles concerning access to financing for clients;

- Collaborates with Finance Division on monitoring approved loans and guides clients to remain compliant with loan arrangements;
- Conducts field visits to the locations of prospective and existing clients;
- Responds to requests from referrals and clients in a timely, professional manner;
- Maintains relevant records, files and statistical data and generates periodic business reports on clients' status;
- Reviews and revises business strategies to achieve objectives;
- Designs Terms of Reference and writes background data for clients on special projects and provides appropriate support;
- Develops a listing of banks and financial institutions across the island from which fishers can access credit;
- Develops income generating and Business Plan templates and sensitizes stakeholders on its utilization;
- Identifies and analyzes business opportunities to augment the reserves of the NFA and other stakeholders;
- Establishes and builds business relationships with industry players to facilitate the achievement of the organizational goals;
- Assesses business start-ups and expansion programmes and develops systems and procedures to track progress;
- Facilitates the business development framework necessary to promote a vibrant Fisheries Sector;
- Analyzes new trends emerging in the global, regional and local market place which would create opportunities for the Fisheries Sector;
- Identifies opportunities to expand markets and guides the development of new Sector markets;
- Develops strategic plans for business development, income generation and Sector awareness;
- Develops strategic marketing and Business Plans and designs special projects that will drive and improve the growth of the Sector;
- Develops business development targets and business processes which support the mandate of and are aligned to the Organization's strategic vision;
- Develops and implements reports using various analytical marketing intelligence and business development tools;
- Performs detailed analyses and identifies business trends, key performance indicators and metrics to support organizational objectives and strategies;
- Identifies anomalies in data and provides information on proposed solutions and impact;
- Plans and co-ordinates training seminars and individual sessions and provides presentations, lectures and speeches, as required;
- Develops and maintains appropriate partnerships with local, regional and international organizations;
- Provides technical advice on business development, marketing intelligence and related issues, and participates in the development of new or amended legislation;
- Responds to queries and concerns from all clients in a timely fashion and investigates complaints, letters and negative reports relating to the designated functions and deals with the matters appropriately;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core

- Excellent oral and written communication skills;
- Strong conceptual and analytical thinking skills;
- Strong problem-solving and decision-making skills;
- Strong customer and quality focus skills;
- Good management skills;
- Good demonstration of emotional intelligence, interpersonal and people management skills;
- Excellent negotiating skills;
- Ability to effectively plan and organize in a complex environment;
- Strong negotiating skills;
- Strong networking skills.

Technical

- Knowledge of the Fisheries Act 2018 and related legislation, policies and legal guidelines and regulations of the NFA;
- Excellent business development skills;
- Ability to analyse and interpret change in the fisheries market;
- Sound knowledge of the fisheries operations;

- Sound knowledge of financial evaluation tools including ratios, cash flows, break even analysis etc.;
- Knowledge of financing options for business start-ups and business operations;
- Good knowledge of international markets;
- Proficiency in preparing and presenting accurate, written and oral summaries of financial and business analyses;
- Knowledge of banking guidelines on loan transactions;
- Proficiency in the use of relevant computer applications.

Minimum Qualifications and Experience

- Masters Degree in Natural or Social Sciences or related field including training in Business Development;
- Three (3) years related experience in a comparable working environment.

OR

- Bachelor's Degree in Natural or Social Sciences or related field;
- Post Graduate Certification in Business Development or related discipline;
- Three (3) years related experience in a comparable working environment;
- Training in Project Management and Marketing would be an asset.

Special Conditions Associated with the Job

- Required to travel islandwide including travel to remote locations;
- Travels overseas for short periods;
- Required to work for extensive periods in the field;
- Moderate exposure to harsh environmental conditions;
- Exposure to challenges and crises which require response at short notice;
- Exposure to work in volatile communities.

2. Quality Management Systems Officer (Level 8)

Job Purpose

Under the direct supervision of the Chief Executive Officer (CEO), the Quality Management Systems Officer is responsible for safeguarding the quality and sustainability of the fisheries industry. The incumbent will also co-ordinate all activities related to the quality assurance program of the National Fisheries Authority, in ensuring that fish and fishery products in Jamaica meet the highest quality standards throughout the supply chain, while promoting responsible fishing practices.

Key Responsibilities

Management:

- Prepares and achieves budget and forecast for QMS;
- Develops and maintains strong relationships with internal and external stakeholders to ensure optimal performance;
- Works collaboratively, negotiates and engages with key stakeholders to facilitate delivery and compliance with the quality strategy;
- Investigates complaints and delays, identifies conflicts in the implementation schedules or activities and recommends corrective action;
- Liaises and communicate with other Divisions, Government Departments, entities and service providers;
- Works as part of the Management team to share ideas and improve operations, recommending, supporting, and implementing continuous improvement activities and process and procedure improvements to optimize results and improve quality of delivery, in line with quality standards requirements delivery and in line with NFA and customer requirements;
- Communicates with personnel at all levels, internally and externally to the NFA, concerning quality matters;
- Monitors the implementation of QMS policies;
- Works with other Divisions and Branches within the organization to identify process improvements and improve standards, efficiency and profitability;
- Reports to top management on the performance of the QMS, including achievement of targets, operational progress, risks, issues, major setbacks, resource constraints and significant deviations from agreed objectives/targets/actions and identifies any actions required;
- Ensures that the section operates under any health, safety and environmental policies and procedures, to ensure the safety and well-being of staff and visitors;

- Determines appropriate follow-up action necessary to achieve compliance and ensures documentation preparation;
- Plans and implements the activities of the QMS to agreed timescales;
- Attends various meetings and actions/communicates instructions;
- Prepares weekly, monthly, quarterly and annual reports.

Administrative:

- Ensures that all required processes, systems and controls are in place within the Section to enable the achievement of its objectives effectively and efficiently, and ensures the effective and efficient use of resources;
- Ensures that appropriate communication and knowledge management systems are in place within the Section and with other internal or external Units and Divisions/Branches, to facilitate the sharing of relevant information in an accurate and timely manner;
- Ensures that the work of the Section is adequately documented to facilitate the development of operational manuals, outlining applicable policies and procedures for the operational activities, with a view to amalgamating them into a single Operations Handbook for National Fisheries Authority;
- Develops, monitors and co-ordinates budget preparation and monitoring and signs off on related requisitions for the Section/Branch.

Technical/Professional:

- Contributes to creating and implementing best practice capacity planning vision, strategy, policies, processes and procedures, to aid and improve operational performance;
- Contributes to new business initiatives and projects and reviews and communicate the impact on the Quality Management Systems (QMS);
- Ensures that the Authority's Quality Management System conforms to the customer, internal, ISO 9001:2015, and regulatory/legal requirements;
- Develops the Management Systems strategy and the management arrangements for key milestones, demonstrating solid progress against the plan;
- Manages the activities and functions, analyses workload, determines priorities and monitors adherence to standards, regulations and guidelines;
- Maintains a comprehensive Quality Management Programme including policies, procedures, standards, and compliance inspections, and serves as the primary quality control resource for problem identification, resolution, loss reporting and continuous improvement;
- Interprets policy directives and reviews requests for ISO QMS implementation for adherence to government's policies and guidelines;
- Provides technical direction, overall technical support, management, and oversight of ISO QMS implementation, including training, guidance and methodologies;
- Supervises data collection, completion and dissemination, analyses data to identify areas for improvement and recommends and monitors corrective and preventative initiatives;
- Interacts with internal and external stakeholders concerning problems or complaints to ensure effective corrective actions and feedback, and identify quality improvement opportunities;
- Leads research and planning activities on ISO QMS implementation trends, management and assessment issues and oversees the outcome of risk analysis and mitigation strategies, related reports, and technical documents;
- Documents key impacts and lessons emerging from research done;
- Analyzes current ISO QMS practices, programmes, and procedures, to identify the need for modification in keeping with international practices and procedures;
- Implements all relevant procedures described in the Quality Management System (QMS);
- Ensures that all in-house systems and procedures are updated, revised and modified to meet the needs of external certification bodies;
- Improves documentation design, review and storage guidelines continuously;
- Updates quality documentation and communicate lessons learned from quality concerns;
- Ensures that all necessary systems and procedures are in place to satisfy all customer requirements and audits;
- Oversees inspection (examination) of incoming materials, ensuring they meet requirements;
- Manages the audit non-conformity database and provides detailed analysis of nonconformities;
- Ensures corrective actions are undertaken to address non-conformities found;
- Verifies closure of non-conformities with Certification Bodies;
- Ensures ongoing compliance with the QMS ISO 9001:2015;
- Introduces new systems and procedures, where appropriate;
- Undertakes, participates and leads regular internal and process audits of QMS and support external audits;
- Manages the monitoring, measurement and review of internal processes, especially those that affect the quality of the Organization's operations;

- Convenes workshops on ISO QMS issues and makes presentations and reports, as required;
- Co-ordinates the delivery of ISO QMS training sessions for the NFA;
- Trains the QMS team in all aspects of the quality system and application of procedures;
- Holds quarterly audit performance meetings within the NFA and with Certification Bodies;
- Develops, prepares, revises and implements a plan for ISO Quality Management Systems certification or recertification of the NFA;
- Undertakes continuous training and development and keep up to date with industry knowledge, standards, regulations, laws and issues, to improve work quality and the NFA's service quality;
- Ensures that best practices and established international standards and practices are currently utilized;
- Produces written reports and makes presentations;
- Conducts Risk Assessments of processes and tasks in the Section;
- 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 leadership skills;
- Integrity;
- Good interpersonal skills;
- Teamwork;
- Customer and quality focus;
- Ability to use own initiative;

Technical:

- Strong judgement, problem-solving, analytical and decision-making skills;
- Sound knowledge of practices, procedures, and techniques involved in organizational assessment, planning and research, is quality conscious and thorough in the approach to organizational activities;
- Proficiency in collecting, analyzing, reporting and interpreting data on industrial relations trends within the NFA;
- The ability to lead others through change and manage their concerns;
- Solid understanding of the product development and management lifecycle;
- Excellent knowledge of the Quality Management System, Auditing Experience and managing audit programmes;
- Detailed understanding of ISO 9001:2015;
- Sound knowledge of Customs Act and Regulations, Executive Agency Act and related legislation;
- Knowledge of the Fisheries Act 2018 and other relevant legislation, policies, guidelines of the National Fisheries Authority;
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- First Degree in Quality Management, Public Administration, Business Administration or related technical field;
- Four (4) years' working experience in Quality Assurance/Quality Control with at least two (2) years in a supervisory/managerial role;
- Supervisory Management training/experience;
- Auditing certification or demonstrated experience;
- Project Management certification or demonstrated experience;
- Quality Assurance and Control related Certification (CQA) or demonstrated experience;
- Specialized training in ISO QMS, strategic planning and/or management.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours, weekends and public holidays;
- Spend long hours sitting and using office equipment, computers and attending sessions.

3. Marketing Officer (Level 7)

Job Purpose

Under the direction of the Senior Director, Commercial Services Branch, the Marketing Officer, has the responsibility for planning, organizing and coordinating the Authority's marketing programme.

The Marketing Officer will develop relationships with the relevant agencies and industry stakeholders, to market sector products and services. There is a requirement for the incumbent to play a key role in transforming the fisheries sector through the stages of development from innovation to product development and then commercial business operations.

Key Responsibilities

Technical/Professional:

- Formulates the Authority's marketing strategy and plan;
- Formulates the Annual Budget, Operational and Work Plan for the marketing programme;
- Assists the Director of the Commercial Services Division in planning and organizing all services and product development activities;
- Co-ordinates all strategies for marketing the Authority's products and services;
- Liaises and collaborates with the Authority's Public Relations and Communications personnel, other MDA officials and other relevant stakeholders, to achieve marketing targets;
- Creates linkages with marketing and other Private and Public Sector Agencies to promote and enhance the marketing of the fisheries sector;
- Reviews proposals for marketing the Authority's products and services and provides the relevant technical advice and recommendations;
- Maintains current knowledge of market trends and developments; conducts market research to identify business needs and investment opportunities for promotion and growth of fisheries sector;
- Researches, as requested, the market demand for the Authority's existing and proposed goods and services;
- Identifies key target value chain actors and establishes the best practices for market penetration;
- Undertakes market testing for potential new products and services;
- Identifies opportunities for planning and organizing the Authority's presence at external events relevant to the marketing of fisheries sector products and services;
- Devises and organizes a calendar of marketing events such as promotions, workshops and open days;
- Implements appropriate strategies for promoting the Authority's existing and proposed goods and services to the target market;
- Collaborates with other Authority personnel in devising an approach to pricing and utilizes this approach to set prices for products and services;
- Creates marketing campaigns and collaborates with the Authority's Public Relations and Communications Branch in promoting same;
- Establishes, implements and tracks metrics for products and overall programme management;
- Prepares measurement reports on the effectiveness of all marketing activities and analyses the impact of marketing campaigns;
- Prepares content for marketing publications such as press releases, brochures and leaflets, as well as e-newsletters and other e-marketing material;
- Collaborates with relevant internal and external stakeholders to develop and maintain the Authority's Customer Relations Management (CRM) System;
- Performs any other related duties that may be assigned from time to time by the Director, Commercial Services.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral, written and presentation skills;
- Strong communication and networking skills;
- Good interpersonal and people management skills;
- Strong customer relations skills;
- Strong negotiating skills;
- Good problem solving and conflict management skills;
- Strong organizational and multi-tasking skills;
- Ability to be a team player with a customer-oriented approach;
- Creativity and commercial awareness;

- Proficiency in the use relevant computer applications.

Technical

- Sound knowledge of the Fisheries Act 2018 and related regulations and guidelines;
- Sound knowledge of the policies and procedures of the National Fisheries Authority;
- Excellent knowledge of relevant marketing techniques and principles;
- Sound knowledge of local, regional and international marketing trends;
- Sound knowledge of social media and web analytics;
- Good knowledge of market research techniques, statistical and data analysis methods;
- Good project management and development skills.

Minimum Required Qualification and Experience

- Masters Degree in Social Sciences or related field, including courses in Marketing
- Three (3) years related experience in a comparable working environment.

OR

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

Special Condition Associated with the Job

- Required to travel extensively island-wide, including travel to remote locations;
- May be required to travel overseas for short periods;
- Occasionally required to work beyond normal hours and on weekends and public holidays;
- Exposed to challenges which may require response at very short notice;
- Moderate exposure to harsh working environment (e.g. aquatic and offshore areas) and hostile clientele;
- Exposure to working in volatile communities.

4. Senior Human Resource Officer (Employee Relations, Occupational Health and Safety) (Level 7)

Job Purpose

Under the direct supervision of the Director HRM&D, the incumbent is responsible for designing, implementing and identifying employee relations strategies which are aligned to the Authority's strategic needs, to ensure that the objectives are met. Also, the incumbent is required to manage disciplinary processes and grievance processes and create a fair, respectful, diverse and high-quality performance culture that enables employees to stay healthy, safe and motivated to contribute their very best to the organization.

Key Responsibilities

Management/Administrative:

- Participates in the Corporate and Operational Planning activities by assisting with the preparation of the Unit (Industrial Relations) and the Division's Operational Plan and Budget;
- Represents the Authority at meetings, conferences, presentations and other formal events, as required;
- Prepares reports and Industrial Relations documents, as required;
- Prepares and delivers Industrial Relations related presentations, as needed;
- Provides administrative support in respect of all Industrial Relations matters;
- Keeps staff abreast of Industrial Relations policies and regulations.

Technical/Professional:

- Develops, delivers and maintains a business-focused employee relations strategy that meets the needs of staff and the organization;
- Designs and implements systems and procedures, as required, to deal with employee related issues in the National Fisheries Authority;
- Creates welfare committee and takes lead responsibility for promoting and engaging staff to be involved in activities from which they will benefit;
- Engages and works with the Senior Director, Corporate Services, Director HRM&D and other senior personnel to provide support in a range of situations such as recruitment, planning, customer care, managing employees' absence, performance and quality, to help the Authority grow and develop;
- Identifies potential impact of workplace stresses and devise ways to mitigate same.

- Reviews current policies, practices and cultural attitudes to promote mental well-being;
- Investigates and responds to benefits of different working arrangements;
- Organizes resource people and arrange sessions to motivate staff and inform them about health and safety issues;
- Assists in the conducting of workshops and seminars to inform and teach employees about good practices at the workplace;
- Develops, drives and oversees employee relations initiatives which will foster and enhance cooperation, unity and fairness within the Authority;
- Administers the disciplinary and grievance processes for the Authority, in keeping with existing regulations and ensures that resolutions are fair and impartial;
- Offers information and counselling support to staff;
- Maintains accurate records and prepares reports for appropriate action;
- Liaises with Director, HRM&D and leads on change management initiatives in the organization;
- Liaises with Public Sector Employee Assistance Programme and other relevant bodies and makes referrals;
- Takes supportive/remedial action in respect of staff with challenges;
- Contributes proactively and with a preventative emphasis to relevant areas of HRMD policies;
- Develops relevant policies to assist in reaching Divisional goals;
- Prepares reports using records of actions taken on grievance, arbitration and mediation cases and related labour relations to identify problem areas;
- Provides guidance and advice as required and requested by managers and staff about the disciplinary processes, procedures and policies;
- Ensures the effective and efficient administration of benefits inclusive of pension, compensation and leave administration;
- Manages employee participation in management decisions;
- Assists in managing social programmes for staff ;
- 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 leadership skills;
- Integrity;
- Good interpersonal skills;
- Teamwork;
- Customer and quality focus;
- Good problem-solving and decision-making skills;
- Ability to use own initiative.

Technical:

- Thorough knowledge of the Staff Orders, The Public Service Regulations and Government rules, regulations and procedures and Labour Laws;
- Knowledge of the Fisheries Act 2018 and other relevant legislation, policies, guidelines of the National Fisheries Authority;
- Proficiency in collecting, analyzing, reporting and interpreting data on industrial relations trends within the NFA;
- The ability to lead others through change and manage their concerns;
- Expert knowledge of Labour Laws and Industrial Relations practices;
- Excellent knowledge of the Grievance Policy for the Public Sector;
- Excellent knowledge of the principles and practices of Strategic Human Resources Management, including Recruitment and selection, Classification and Compensation, Benefits administration;
- Sound knowledge of Occupational Health and Safety Act (2017);
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- First Degree in Human Resource Management, Industrial Relations or similar discipline;
- Professional courses/training in another employee relations field;
- Three (3) years' experience in Industrial Relations.

OR

- First Degree in Social Sciences plus training in Industrial Relations;
- Three (3) years' experience in Industrial Relations.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours, weekends and public holidays;
- Spend long hours sitting and using office equipment, computers and attending sessions.

5. Public Procurement Administrator (Level 4)

Job Purpose

The Public Procurement Administrator is responsible for providing the necessary support by offering complete secretarial/administrative services. This includes first point of contact, time management, correspondence, and document disposition and resolution.

Key Responsibilities

Technical/Professional:

- Organizes, maintains and updates filing system, electronic and manually;
- Maintains correspondence/document logging system;
- Co-ordinates/prepares external reports for the Ministry of Finance and the Public Service, Integrity Commission; Public Procurement Commission and any other entity, as required;
- Assists with co-ordinating/preparing internal reports: monthly, quarterly and any other report, as required as per MOF standards;
- Disseminates all incoming and outgoing correspondence promptly;
- Co-ordinates meetings for Branch, Procurement Committee and others, as directed.
- Disseminates documents for meetings;
- Records and generates accurate Minutes for meetings; disseminate Minutes in a timely manner;
- Organizes all procurement documents.
- Ensures that purchase requisitions are channelled through the proper system before printing purchase orders;
- Ensures all necessary information for the processing of Purchase Requisitions is in place e.g. prices, quotations, and necessary signatures are affixed. If necessary, return to the originating Unit/officer for authorized signature or other information required;
- Assists with compiling data to prepare Purchase Orders;
- Assists in expediting the movement of purchase orders and other contract documents to suppliers;
- Communicates with all levels of staff regarding the Purchase Orders and other documents;
- Assists users with preparing Purchase Requisitions correctly;
- Maintains proper records of Purchase Requisitions, Purchase Orders, and other documents;
- Prepares procurement documents for dispatch to suppliers;
- Follows up on the timely administration of suppliers' invoices that have been submitted for payment, where there are challenges or constraints, advise the manager forthwith;
- Follows up to ascertain the preparation of payments and return the appropriate documents to the Finance and Accounts Branch when the goods, services or works are satisfactorily completed;
- Answers the telephones, screens calls and directs callers to the appropriate person or use initiative to assist callers, where possible;
- Attends to suppliers when they make inquiries for orders and orders that are not collected are dispatched by the bearer;
- Assists with taking information from shipping agents, receiving shipping documents from courier services, and delivering them to the customs broker;
- Liaises with the Finance and Accounts Branch to ensure payments for overseas suppliers are addressed timely; makes contact with the persons requesting payment information and provides it, as needed;
- Collects information from shipping Agents, receiving shipping documents from courier services and delivers to custom Brokers;
- Prepares letters of award and vendor/supplier contracts for dispatch to supplier for review and signing;
- 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;
- Integrity;
- Good interpersonal skills;

- Good problem-solving and decision-making skills;
- Strong judgment and analytical thinking skills;
- Good planning and organizing skills;
- Ability to use own initiative.

Technical:

- Knowledge of the Procurement act 2015 and GOJ Public Procurement Regulations;
- Knowledge of the Fisheries Act 2018 and other relevant legislation, policies, guidelines of the National Fisheries Authority;
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- Diploma in Business Administration/Management Studies/Accounting or any other related field;
- One (1) year working experience in the related field.

Special Condition Associated with the Job

- May be required to work beyond normal working hours, on weekends and public holidays

6. Senior Records Officer (Level 4)

Job Purpose

Under the direct supervision of the Registrar, the Senior Records Officer is responsible for co-ordinating records management within the Documentation and Information Unit, thus ensuring efficient storage of documents and an economical and efficient mail management system. The incumbent handles the day-to-day functions of the Unit, and ensures that documentation is stored, retrieved and disposed of, as required.

Key Responsibilities

Administrative:

- Monitors the operation of the Records Centre;
- Participates in the development and delivery of records management training and awareness programme;
- Assists with the evaluation of equipment and supplies to be acquired for the Unit;
- Makes recommendations to the Director for changes to policies affecting the operation of the Documentation and Information Unit;
- Prepares monthly and quarterly reports on activities of the Unit;
- Participates in the annual inventory of records;
- Compiles information and data for various reports.

Technical/Professional:

- Classifies and indexes records;
- Examines and evaluates records management systems to develop new or improved methods for efficient handling, protection and disposal of official records and information;
- Assists in the research for information, as requested, for the provision under the Access to Information Act;
- Processes incoming requests for information;
- Conducts research and provides information;
- Develops a Records Disaster Prevention and Recovery Manual;
- Maintains records Bring-Up service;
- Monitors the creation and revision of files;
- Corrects serious classification and records management problems;
- Assists with the preparation of file transfer to the Government Records Centre;
- Assists in the implementation of the new GOJ RIM subject classification scheme and the retention and disposition schedules;
- Maintains an efficient and effective records management system;
- Maintains the Value Book;
- Performs and other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good interpersonal skills;
- Strong customer and quality focus skills;
- Good people management skills;
- Good planning and organizing skills;
- Good teamwork and co-operation skills;
- Good analytical thinking skills.

Technical:

- Knowledge of the operations of Government;
- Knowledge of office procedures;
- Excellent knowledge of Records Management;
- Good understanding of the Access to Information Act (2002);
- Good knowledge of relevant computer software.

Minimum Required Qualification and Experience

- Associate Degree in Library or Information Studies or a related discipline;
- Two (2) years related experience in a comparable working environment.

OR

- Diploma in Library or Information Studies or a related discipline;
- Four (4) years' experience in a comparable working environment.

Special Condition Associated with the Job

- Working environment involves possible exposure to dust.

Applications accompanied by detailed résumés, including the names of two (2) referees, should be submitted **no later than Thursday, 17th October 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**