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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 (NFA)**:

1. **Director, Farm Management and Production (Level 8) - Aquaculture Division/Farm Management and Production Branch**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Senior Aquaculture Management Officer (Level 8) - Aquaculture Division/Aquaculture Planning, Development and Management Branch**, salary range \$5,198,035 - \$6,990,779 per annum.
3. **Aquatic Health Specialist (Level 8) - Aquaculture Division/Aquaculture Research Branch**, salary range \$5,198,035 - \$6,990,779 per annum.
4. **Aquaculture Officer (Level 6) (six positions) - Aquaculture Division/Aquaculture Planning, Development and Management Branch**, salary range \$3,501,526 - \$4,709,163 per annum.
5. **Public Relations Officer (Level 6) - Corporate Services Division/Public Relations Branch**, salary range \$3,501,526- \$4,709,163 per annum.
6. **Accounts Payable Officer (Level 5) - Finance and Accounts Division/Payments and Payroll Branch**, salary range \$2,803,771 - 3,770,760 per annum.
7. **Payroll Officer (Level 5) - Finance and Accounts Division/Payments and Payroll Branch**, salary range \$2,803,771 - \$3,770,760 per annum.
8. **Office Service Supervisor (Level 5) - Corporate Services Division Admin and Office Services Branch**, salary range \$2,803,771 - \$3,770,760 per annum.
9. **Records Officer/Cashier (Level 4) - Commercial Services Division (Pagee Location)**, salary range \$2,190,302 - \$2,945,713 per annum.
10. **Pump Attendant (Level 2) - Commercial Services Branch (Annotto Bay Location)**, salary range \$1,439,455 - \$1,935,907 per annum.

1. Director, Farm Management and Production (Level 8)

Job Purpose

Under the direction of the Principal Director, Aquaculture Division, the Director, Farm Management and Production is responsible for developing, co-ordinating and managing the production programme of the Aquaculture Division. This includes production in both freshwater and mariculture facilities. Accordingly, the incumbent co-ordinates the operational activities of the various production units to include tilapia, mariculture species and ornamentals to ensure implementation of best practices, consistent production and good quality.

The incumbent also collaborates with the Aquatic Health Specialist and Research Officers to ensure good aquatic health by monitoring and providing information on the growth and performance of the fish stock. Additionally, the incumbent develops plans and budgets for farms/facilities and delivers training programmes targeting potential and existing persons involved in aquaculture.

Key Responsibilities

Management/Administrative:

- Co-ordinates the development of the Operational Plan, work programme and work schedules for the Farm Management and Production Branch;
- Reviews Work Plans and directs staff in the production of aquaculture products to ensure that work is carried out as planned and in accordance with established standards;
- Prepares submission for budgetary provision in respect of the operation of the production farms;

- Collaborates with Procurement personnel to sources the materials necessary for the operations of the Branch and makes recommendations accordingly.
- Manages and deploys the material resources necessary for the daily operations of the farms;
- Identifies existing and potential problems and makes recommendations for relevant solutions;
- Organizes and coordinates meetings for the Farm Management and Production Branch, attends meetings of various levels and participates in training sessions, as required.

Technical/Professional:

- Develops, directs and monitors the annual activities and performance of the farming operations;
- Develops and manages the implementation of strategies to ensure smooth, safe and efficient production farm operations;
- Co-ordinates the activities of various production units e.g. tilapia, mariculture species and ornamentals, to ensure ongoing compliance with established standards and best practices, as well as consistent and good quality production;
- Ensures the collection of water samples for testing and the maintenance of records of water quality and other environmental data associated with the production of aquaculture products;
- Develops the necessary protocols to ensure the maintenance of equipment including aquaculture vessels;
- Reviews production records to ensure that complete and accurate records are maintained;
- Oversees the management and maintenance of inventory records for aquaculture products and equipment in order to ensure that supplies and materials required for production and farm management are in stock;
- Develops procedures to ensure that equipment are checked regularly and ensures that same are in good working condition;
- Ensures that production units, farm facilities and associated infrastructure e.g. plumbing infrastructure are operational, properly maintained and in good working condition;
- Develops in conjunction with the Aquatic Health Specialist protocols to ensure good aquatic health;
- Provides feedback to research and other relevant units on growth and performance of fish stocks;
- Collaborates with the Senior Research Officer to develop protocols to ensure that aquaculture products are safe for human consumption;
- Develops in conjunction with the Aquatic Health Specialist, protocols to address the quarantine and treatment of any disease outbreak at the farms;
- Ensures that the farms comply with established and accredited standards for the production of aquaculture products;
- Contributes to the determination of production costs for aquaculture products;
- Collaborates and co-ordinates with relevant units regarding requests for the purchase and delivery of aquaculture products and makes the necessary production arrangements;
- Co-ordinates with the Regional Aquaculture Extension Officer/Extension Officers regarding the delivery of aquaculture products to fish farmers;
- Prepares and submits monthly, quarterly, annual and other ad hoc reports to keep the Principal Director and other senior management staff informed of the operation and performance of the Farm Management and Production Branch;

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Section;
- Recommends termination and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of staff in the Section are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Section's Division's and Organization's goals.
- Performs any other related duties that may be assigned from time to time by the Principal Director, Aquaculture Division.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership and management skills;
- Strong planning and organizing skills;
- Good interpersonal and people management skills;
- Good oral and written communication skills;
- Strong customer relations and quality focus skills;

- Good problem-solving and conflict management skills;
- Excellent people management skills.

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 Aquaculture production techniques and systems;
- Sound knowledge of fish farm management practices;
- Working knowledge of motor boats operations;
- Proficiency in the use of relevant computer applications;
- Ability to swim.

Minimum Required Qualification and Experience

- Masters Degree in the Social/Natural Sciences or related field with sound knowledge of Fisheries/Aquaculture/Natural Resources Management and Conservation;
- Demonstrated experience at a management/supervisory level;
- Five (5) years' experience in Fisheries.

OR

- Bachelor's Degree in the Social/Natural Sciences or similar discipline;
- Post Graduate Certification in Fisheries/Aquaculture/Natural Resources Management and Conservation;
- Demonstrated experience at a management/supervisory level;
- Five (5) years' experience in Fisheries.

Special Conditions Associated with the Job

- Exposed to medium stress and required to respond to challenges at very short notice;
- Constant exposure to salt, wind and sun;
- Working long hours in water or at sea;
- May encounter predatory aquatic animals;
- Occasional lifting of heavy objects;
- Moderate travelling islandwide;
- Exposed to working in volatile communities;
- Moderate overseas travel;
- Exposure to harmful chemicals.

2. Senior Aquaculture Management Officer (Level 8)

Job Purpose

Under the direction of the Director of the Aquaculture Planning, Development and Management Branch, the Senior Aquaculture Management Officer has responsibility for developing and implementing Aquaculture Management plans within an assigned geographical zone, thus ensuring that aquaculture is developed and conducted in a responsible manner.

The incumbent has responsibility for monitoring and evaluating the performance of the plans as well as adherence to environmental standards for aquaculture activities. The incumbent also collaborates with relevant Programme Directors to manage the inflow and outflow of water to fish farming areas and designs plans to respond to emergencies in the Sector including disease outbreaks, natural disasters and pollution spills.

Additionally, the position collaborates with relevant Directors to provide ongoing support in the development and implementation of the programmes and projects of the National Fisheries Authority (NFA).

Key Responsibilities

Management/Administrative:

- Participates in the preparation of the Operational Plans and Budget for the Aquaculture Planning, Development and Management Branch;
- Reviews the Annual Work Plans for direct reports to ensure that they are aligned with objectives of the Branch, Division and the overall organizational objectives;
- Monitors the work programme of direct reports to ensure that work is carried out as planned and that agreed targets are met;
- Represents the Aquaculture Planning, Development and Management 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 Branch Director;
- Provides guidance to staff supervised in the preparation of development and management plans, and checks the technical adequacy of their work;

Technical/Professional:

- Undertakes and guides the formulation of management development plans for the farming of tilapia, shrimp and ornamental fish in coastal and inland areas, as well as for mariculture in the assigned geographical zone;
- Reviews data on the ecological, social, economic and biological characteristics of the environment within the assigned geographical area to identify core zones for aquaculture/mariculture;
- Analyzes the data to determine the performance of existing fish farms and recommends the management measures that would be required to effect improvements;
- Scans the environment and coordinates with the Research Branch to identify opportunities for the developments of new aquaculture facilities within the identified zones;
- Liaises with staff in other Branches within the Division to identify problems affecting the development of aquaculture and recommends plans for resolving the issues;
- Presents detailed development planning information to the Director, Principal Director, other Divisional personnel as well as to businesses, fish farmers and other stakeholders to stimulate interest;
- Evaluates proposals, submitted by potential fish farmers, for the development of aquaculture for economic feasibility and, makes recommendations to the Director;
- Liaises and co-ordinates with relevant Agencies such as NEPA to design and implement plans relating to the utilization of lands in the core zones for aquaculture development;
- Develops and implements aquaculture specific emergency management plans to respond to incidents such as natural disasters, disease outbreaks and pollution spills;
- Makes recommendations for the institution of controls such as buffer zones to manage water supplies to fish farming areas to prevent the input of pesticides as well as the outflow of pollutants;
- Collaborates with the Director of the Aquaculture Planning, Development and Management Branch to develop fish farm quality standards and the design of systems and procedures to monitor their implementation;
- Makes recommendations for the review of standards to maintain the quality of fish farms based on feedback/data received from other Branches within the Division;
- Provides technical information and advice to the Director, Aquaculture Planning, Development and Management, Divisional personnel, other Government Agencies, NGO's, the fishing industry, potential investors and the general public on the zoning and expansion of fish farming in the assigned geographic area;
- Attends local, regional and international training seminars, workshops and conferences to keep abreast of best practices in aquaculture management planning;
- Participates in local workshops and seminars to share global practices relating to aquaculture planning, development and management;
- Recommends the revision of policy guidelines in order to meet the global changes in the Aquaculture Sub-Sector;

Human Resource Management:

- Monitors and evaluates the performance of direct report(s), prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance;
- Participates in the orientation and training of staff for the Branch and recommends leave for direct reports;
- Recommends direct reports for educational seminars and workshops at the national, regional and international levels.
- Performs any other related duties that may be assigned from time to time by the Director of the Aquaculture Planning, Development and Management Branch

Required Knowledge, Skills and Competencies

Core:

- Good leadership and management skills;
- Ability to analyze information and provide advice;
- Excellent oral and written communication skills;
- Good interpersonal and people management skills;
- Proficiency in the use of relevant computer applications.

Technical:

- Good knowledge of the Fisheries Act 2018 and related regulations and guidelines;
- Good knowledge of the policies and procedures of the National Fisheries Authority;
- Working knowledge of public sector human resource management policies and guidelines;
- Good knowledge of Aquaculture planning and management protocols;

- Good knowledge of fish farm standards and quality assessment methodologies.

Minimum Required Qualification and Experience

- Master's Degree in the Social/Natural Sciences or related discipline with courses in Planning;
- Three (3) years' experience in a comparable working environment.

OR

- First Degree in Natural Science or related discipline;
- Post Graduate Certification in Fisheries Management, Planning or related discipline;
- Three (3) years' experience in a comparable working environment.

Special Conditions Associated with the Job

- Exposure to harsh working environment (e.g. aquatic and offshore areas);
- Extensive periods in the field during terrestrial operations;
- Exposure to hostile clientele and situations where safety and security may be at risk;
- Required to travel island-wide, including travel to remote locations and also travels overseas to regional and international meetings and conferences.

3. Aquatic Health Specialist (Level 8)

Job Purpose

Under the general direction of the Director, Aquaculture Research Branch, the Aquatic Health Specialist is responsible for undertaking the day-to-day monitoring, control and surveillance of the fish health programme and associated research activities geared toward the effective diagnosis, treatment and prevention of aquatic health problems.

The Aquatic Health Specialist uses various disciplines including fisheries biology, bacteriology, virology, parasitology and histopathology to provide an accurate evaluation of fish health issues. There is a requirement for the incumbent to provide technical advice to fishers and fish farmers in terms of prevention and control of pathogens in the production system.

In addition, the incumbent provides policy guidance, recommends the review of prevention, control and quarantine measures for fish diseases and pathogens as well as provides advice on chemicals and medicines to be used in fish production systems. He/she compiles data and prepares regular and specialized reports.

Key Responsibilities

Technical/professional:

- Formulates the operational plan and budget for the Fish Health Programme;
- Co-ordinates and implements the programme, which is designed to enhance the health of cultured and other fish production/processing systems,
- Co-ordinates with relevant internal and external stakeholders in order to provide accurate evaluations and diagnoses of fish health problems;
- Provides advice on the sources for diagnostic and treatment supplies.
- Deploys material and resources necessary for the implementation of the planned initiatives;
- Collaborates with relevant personnel to ensure that diagnostic and treatment supplies are available in adequate supply and that they are used efficiently;
- Coordinates with relevant health authorities to access diagnostic and treatment supplies
- Collaborates with internal and external entities to facilitate the sharing of relevant information;
- Seeks appropriate specialized assistance in determining the etiology of complex fish health problems;
- Represents the Authority in professional fora related to fish health, including internal and external meetings and working groups as well as local, regional and international conferences, seminars and workshops;
- Writes background papers, briefs, technical reports and other documents, makes presentations at local and international fora, as well as at training workshops for technical staff, fish farmers and other stakeholders;
- Advises the Director of the Research Branch on fish health issues and conducts research to determine new treatment measures, new fish disease quarantines or changes in existing fish disease quarantines;
- Maintains and applies current knowledge of research techniques and mechanisms for the aquatic environment to enhance the efficiency and accuracy of fish health diagnostics;
- Designs and conducts research to address fish health concerns, improve understanding and methods of fish health management, and enhance fish production;

- Conducts fish health inspections at fish hatcheries as well as fish production and processing sites;
- Collects and processes samples according to standard methods for routine surveillance testing/inspections and for diagnostic purposes;
- Co-ordinates with research staff regarding pathogen testing and interpretation of results;
- Disseminates results to research and production staff, extension officers as well as to the Fisheries Statistics and Data Management Branch;
- Conducts annual audits in support of fish health management and aquatic invasive species control and maintains Fish Health Improvement Plans for the Authority's hatcheries, fishers and fish farmers;
- Presents research findings to external stakeholders in order to expose new initiatives within the fisheries Sector
- Contributes to Extension Education Programmes focused on fish health by preparing and presenting technical information on the subject;
- Collaborates with the Veterinary Services Division (VSD), where necessary, in determining the potential harm to the country of fish imports;
- Makes recommendations on requests for live fish import permits and advises on the movement of fish between production sites;
- Maintains a network of other experts engaged in the evaluation and diagnosis of fish diseases to facilitate sharing of relevant information and data
- Makes contributions to and prepares publication for fish producers and their customers on fish health management practices;
- Assists the Authority in the evaluation of various fish and fish product ventures by undertaking surveillance for fish pathogens and making appropriate recommendations;
- Performs any other related duties that may be assigned from time to time by the Director, Aquaculture Research Branch.

Required Knowledge, Skills and Competencies

Core:

- Good leadership and management skills;
- Good interpersonal and people management skills;
- Strong oral and written communication skills;
- Excellent problem-solving skills;
- Proficiency in the use of 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;
- Sound knowledge of the standard methods for identifying infectious agents and other causes of morbidity/mortality in fish and the techniques for preventing and treating fish diseases;
- Sound knowledge of Fish health research methodologies and techniques;
- Sound knowledge of fish pathology, parasitology, aquatic biology, fish genetics and hatchery production;
- Sound knowledge of drugs and their recommended use and dosage levels for control of fish disease;
- Working knowledge of fish production practices, nutritional requirements and ingredients used in fish diets.

Minimum Required Qualification and Experience

- Doctor of Veterinary Medicine.
- OR**
- Master's Degree in Natural Sciences or related area of study; **plus**
 - Specialized training in Fish Health diagnosis, treatment and management.

Special Conditions Associated with the Job

- Exposed to medium stress and required to respond to challenges at very short notice;
- Required to work in ponds, brackish, riverine, coastal and offshore marine environment;
- Exposed to long periods in direct sunlight;
- Exposed to long periods of standing;
- Exposure to work in static and flowing water and is exposed to regular wetting;
- May encounter predatory aquatic animals;
- Moderate travelling islandwide and overseas;
- Exposed to working in volatile communities;
- Exposure to harmful chemicals;
- Occasional diving.

4. Aquaculture Officer (Level 6) - six positions

Job Purpose

Under the general direction of the Senior Director, Aquaculture Planning, Development and Management, the Aquaculture Officer has responsibility for assisting in the development and implementation of aquaculture management plans, thus ensuring that aquaculture is developed and conducted in a responsible manner.

The incumbent participates in monitoring the performance of plans as well as adherence to environmental standards for aquaculture activities; assists senior officers and relevant Agencies in managing the inflow and outflow of water to fish farming areas and assists in designing plans to respond to emergencies in the sector including disease outbreaks, natural disasters and pollution spills.

The incumbent also provides ongoing support services for the development and implementation of the programmes and projects of the National Fisheries Authority (NFA).

Key Responsibilities

Technical/Professional:

- Undertakes the formulation of preliminary management development plans for the farming of tilapia, shrimp and ornamental fish in coastal and inland areas as well as for mariculture in the assigned geographical zone;
- Collects and provides data on the ecological, social, economic and biological characteristics of the environment within the assigned geographical area to inform the identification of core zones for different aquaculture activities;
- Assists in analyzing data for core zones and in recommending plans and management measures to effect improvements;
- Implements and monitors specific aquaculture management and development planning activities for the core zones;
- Disseminates development planning information to economic interests, fish farmers and other stakeholders within the zone to stimulate interest;
- Examines proposals submitted by potential fish farmers for the development of aquaculture within the core zones and advises the Senior Aquaculture Management Officer on economic feasibility;
- Liaises and co-ordinates with relevant Agencies such as NEPA on environmental and land use issues and assists in designing and implementing plans to ensure the best utilization of lands in the zones for aquaculture development;
- Participates in the development and implementation of aquaculture specific emergency management plans to respond to incidents such as natural disasters, disease outbreaks and pollution spills;
- Makes recommendations to the Senior Aquaculture Management Officer for the institution of controls such as buffer zones to manage water supplies to fish farming areas to prevent the input of pesticides as well as the outflow of pollutants;
- Participates in the development of fish farm quality standards and the design of systems and procedures to monitor their implementation;
- Makes recommendations for the review of standards to maintain the quality of fish farms based on feedback/data received from other Branches within the Division;
- Provides technical information and advice to the Director, Aquaculture Planning, Development and Management, through the Senior Aquaculture Management Officer on the zoning and expansion of fish farming in the assigned geographic area;
- Attends local, regional and international training seminars, workshops and conferences to keep abreast of best practices in aquaculture management planning;
- Participates in local workshops and seminars to share global practices relating to aquaculture planning, development and management;
- Participates in the revision of policy guidelines in order to meet the global changes in the Aquaculture Sub-Sector;
- Performs any other related duties that may be assigned from time to time by the Senior Aquaculture Planning Officer or other senior officers of the Branch/Division;

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good presentation skills;
- Good influencing and people management skills;
- Strong planning and organizing skills;

- Good analytical thinking skills;
- Strong interpersonal skills;
- Good teamwork and co-operation skills;
- Good customer relations and quality focus skills;
- Good problem-solving skills.

Technical:

- Good knowledge of the Fisheries Act 2018 and related regulations and guidelines;
- Good knowledge of the policies and procedures of the National Fisheries Authority;
- Good knowledge of Aquaculture planning and management protocols;
- Good knowledge of fish farm standards and quality assessment methodologies;
- Proven understanding of issues of relevance to responsible aquaculture including environment and social issues;
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- First Degree in the Natural/Social Sciences or in a related discipline with specialized training in Fisheries (Aquaculture/Natural Resources) Management and Conservation;
- Two (2) years' experience in a comparable working environment.

Special Conditions Associated with the Job

- Exposure to harsh working environment (e.g. aquatic and offshore areas);
- Extensive periods in the field during terrestrial operations;
- Exposure to hostile clientele and situations where safety and security may be at risk;
- Required to travel island-wide, including travel to remote locations and also travel overseas to regional and international meetings and conferences.

5. Public Relations Officer (Level 6)

Job Purpose

Under the general direction of the Director Public Relations, 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, proposed 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 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 Ministry;
- Organizes press briefings and conferences and other special events on behalf of the Ministry;
- 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 assigned by the Manager.

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.

6. Accounts Payable Officer (Level 5)

Job Purpose

Under the direction of the Director, Accounts Receivables and Payables, the incumbent is responsible for ensuring the proper identification, checking, measuring, posting and payment of all accounts payable within the period to which they relate in accordance with the Financial Administration and Audit (FAA) Act.

The incumbent schedules invoices for payment and disburses all cheques, ensuring that payments are effected on a priority basis given the status of cash flow at the particular point in time. The incumbent also tracks expenses, maintains files and other payment records and prepares reports.

Key Responsibilities

Management/Administrative:

- Provides support to sub-offices in payment and cashiering functions;
- Provides supporting documentation for audits;
- Conducts maintenance of record of all cyclical payments as well as all routine or on-going contractual obligations. (eg. utilities, janitorial services, security services, consultancy services, travel claims, etc.);
- Directs activities to ensure that invoices, bills etc are received for all known cyclical and on-going contractual obligations and that these are booked in accounts payable;
- Liaises with the Senior Management Accountant regarding any new service or acquisition of any goods, stores or assets, which has or will give rise to a liability on the part of the Authority;
- Ensures there is a smooth flow of payment vouchers and that there are no unnecessary delays in the processing of payments.

Technical/Professional:

- Collaborates with the Director Accounts Payables and Receivables in developing a priority payments procedure which establishes the basis for determining vouchers to be paid;
- Selects the vouchers to be paid based on priority policy and given the level of funds available;
- Streamlines the payment operations by developing an appropriate schedule which identifies the days of the week for specified types of payments;
- Assembles, reviews and verifies invoices and requests for cheque payments;
- Flags and clarifies any unusual or questionable invoice items or prices;
- Researches and resolves invoice discrepancies and issues;
- Corresponds with suppliers and responds to their inquiries;
- Ensures that vouchers to be paid are batched and distributed to certifying officers for certification and subsequently to authorizing officers for authorization;
- Ensures that the amounts on payment vouchers correspond with the vouchers to be paid and that cheques are correctly printed;
- Ensures that cheques printed are properly secured, signed and delivered to the Cashier;
- Ensures that cheque numbers are entered on all payment vouchers and that vouchers are properly filed;
- Ensures that purchases journal and cheque book records are updated and maintained;
- Reconciles accounts payable transactions and prepares analysis of accounts;
- Monitors outstanding payables accounts to ensure payments are up to date;
- Prepares general, periodic and monthly statements and reports;
- Files GCT monthly and annual returns;
- Maintains records of all payments as well as routine or ongoing contracts;
- Prepares commitments of all utility bills, invoices, claims, vouchers assigned ensuring that there is propriety, regularity, authenticity and accuracy of claim;
- Prepares the imprest reimbursement claims, contract and other technical vouchers or claims;
- Assists with ensuring accuracy of financial statements;
- Ensures that all payments are correctly classified according to fixed asset, stock, expenses, advances and settlement of liability;
- Certifies all vouchers and transaction relating to the payables and collection functions;
- 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;
- Developing capability;
- 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.

Technical:

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

- Financial risk management.

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies or related studies with Accounting from an accredited University; **or**
- Successful completion of the required Government accounting Certificate;
- Two (2) years' experience in a comparable working environment.

OR

- Associate Degree in Accounting or AAT Level 3 or related studies from a recognized institution;
- Successful completion of the required Government accounting Certificate;
- Four (4) years' experience in a comparable working environment.

Special Conditions Associated with the Job

- Regularly spends long hours sitting and using office equipment and computers;
- Regularly spends long hours in intense concentration reviewing and entering financial information into a computer;
- May be required to work weekends and public holidays;
- May be required to travel to outstations.

7. Payroll Officer (Level 5)

Job Purpose

Under the direct supervision of the Director, Accounts Payable and Receivable the Payroll Officer is responsible for processing monthly and fortnightly payroll transactions, ensuring that all payments are accurate, on time and paid in accordance with compensation policies, guidelines and circulars as well as relevant laws (Income Tax, NIS, NHT, and HEART). The incumbent ensures that appropriate and accurate information is provided to management, employees and other stakeholders.

In addition the Payroll Officer is required to assist the Authority's employees with any questions they may have about their salaries and deductions and liaises with the Human Resource Branch to resolve payroll discrepancies. The incumbent is also responsible for deducting and remitting relevant taxes and statutory payments and for preparing monthly, quarterly and year-end payroll statements.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Branch's Strategic and Operational Plans and Budget;
- Provides leadership for the payroll activities of the Authority;
- Reviews work assignments of subordinate staff for adherence to financial management policies, procedures, guidelines and regulations;
- Prepares monthly, quarterly and annual Payroll Reports for submission to the Director through the Manager, Payments and Payroll.

Technical/Professional:

- Ensures timely and accurate preparation of payroll and disbursement of salaries in accordance with the compensation policies, guidelines and circulars issued by the Ministry of Finance and the Public Service from time to time;
- Establishes and maintains employee payroll records; ensures that employee changes are entered correctly and made on a timely basis; reviews changes for proper authorization and adherence to established guidelines;
- Reviews, investigates and responds to payroll related enquiries from employees, liaises with management and the Human Resources Branch for clarification in order to resolve discrepancies;
- Receives Personnel Advice, interprets employment agreements and contracts as well as awards in relation to acting, special allowances, overtime, honorarium, duty allowance and similar payments and makes the necessary calculations;
- Calculates and makes employment termination payments; processes salary increases and calculates retroactive payments;
- Prepares payroll payments; checks payroll for accuracy and ensures that NHT, NIS, P45's are correct before they are sent out to the relevant authority;
- Certifies the accuracy of payroll payment vouchers;
- Maintains payroll files and records, including regular filing of correspondence and forms;
- Assists the Manager, Payments and Payroll with reconciling the payroll related General Ledger accounts and with month end consolidation;

- Participates with the Manager, Payments and Payroll and the HR office in preparing the annual staff establishment Budget;
- Provides accurate and timely payroll information and reports to Senior Managers, as needed;
- Liaises with the bank to schedule disbursement of salaries and travelling directly to employees accounts;
- Distributes salary advice statements to employees and gathers signed receipts;
- Makes recommendations for improving the efficiency of the payroll process.

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;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of direct reports 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 by the Manager, Payments and Payroll.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good analytical, problem solving and judgment skills;
- Good customer relations skills;
- Good interpersonal skills;
- Good planning and organizing skills;
- Ability to maintain confidentiality and exercise discretion.

Technical:

- Excellent knowledge of the policies, procedures and guidelines for payroll, taxation and compensation;
- Excellent knowledge of Government Accounting, policies and procedures;
- Good knowledge of the stipulations of the FAA Act;
- High degree of accuracy and attention to detail;
- Excellent numeric skills;
- Working knowledge of the Fisheries Act and Regulations;
- Working knowledge of the Authority's Policies, Practices and Procedures;
- Working knowledge of Labour Laws and the Jamaican Income Tax Act;
- Proficiency in the use of relevant accounting software.

Minimum Required Qualification and Experience

- Associate Degree/Advanced Diploma in Accounting or AAT Level 3;
 - Successful completion of the required Government accounting Certificate;
 - Two (2) years' experience in a comparable working environment.
- OR**
- Diploma in Accounting/ Certificate (Upper Secondary) with courses in Accounting;
 - Successful completion of the required Government accounting Certificate;
 - Four (4) years' experience in a comparable working environment.

Special Conditions Associated with Job

- Regularly spends long hours sitting and using office equipment and computers;
- Regularly spends long hours in intense concentration reviewing and entering financial information into a computer.

8. Office Service Supervisor (Level 5)

Job Purpose

Under the direction of the Administrative and Office Services Manager, the incumbent provides support services in the areas of office management and general services that will enhance the Authority's capabilities to carry out its various functions effectively and efficiently.

Key Responsibilities

Management/Administrative

- Liaises with the procurement and accounts staff to ensure that bills submitted from suppliers of goods and services are processed and payments made;
- Prepares and submits reports;
- Develops systems and procedures to facilitate the achievement of work assigned;
- Keeps check of events to meet logistics deadlines;
- Checks and certifies claims for staff in respect of overtime;
- Ensures that all utility bills are paid;
- Follows up to prevent disconnection of services;
- Monitors and organizes the Authority's Closed User Group (CUG) to ensure efficiency;
- Supervises the installation of phone lines and instruments.

Technical/Professional:

- Provides suitable office accommodation for all members of staff;
- Liaises with Department Heads for the purchase of new office furniture/equipment or to arrange for repairs or servicing;
- Arranges for the disposal of unserviceable office furniture/equipment;
- Oversees the establishment and maintenance of inventory of all furniture/equipment;
- Establishes and maintains proper sanitation measures for the Authority;
- Manages the purchase of stationery/printing/cleaning supplies, first aid and toiletries supplies;
- Monitors the messenger service for the Authority and rotates staff from time to time to ensure efficiency;
- Prepares and submits information to facilitate payment of tailoring allowances and safety clothing for relevant staff;
- Organizes the provision of suitable ergonomic amenities and welfare facilities and ensures the provision of adequate light, air conditioning, plumbing, telephones and office supplies.

Human Resources Management:

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Oversees the preparation and maintenance of leave records for employees;
- Monitors and evaluates the performance of direct reports, prepares performance appraisal reports and recommends and/or initiates corrective action, where necessary;
- Participates in the recruitment of staff and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Ensures the welfare and developmental needs of staff supervised are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communications skills;
- Excellent planning and organizing skills;
- Teamwork and co-operation;
- Good time management skills;
- Good interpersonal skills;
- Good customer and quality focus skills;
- Good problem-solving and decision-making skills;
- Goals/results/oriented skills;
- Strong leadership skills;
- Managing the client interface;
- Integrity.

Technical:

- Knowledge of the NFA's policies, programmes and guidelines, the Staff Orders and the Public Service Regulations;
- Sound knowledge of office/asset/inventory management;
- Sound knowledge of Government Procurement Procedures and the FAA Act;
- Knowledge of the Government's Human Resources and internal Relations policies;
- Proficiency in the use of relevant computer application software.

Minimum Required Qualification and Experience

- Associate Degree in Management, Business, Public Administration or similar disciplines;

- Three (3) years related experience in a comparable working environment.
- OR**
- Diploma in Management Studies, Business, Public Administration or similar disciplines;
 - Five (5) years' experience in a comparable working environment.

9. Records Officer/Cashier (Level 4)

Job Purpose

Under the direct supervision of the Operations Manager, the Records Officer/Cashier 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-Station/s as well as records of fuel stock. He/she monitors fuel use and prepares requisitions for depleted stock, as necessary.

Key Responsibilities

Technical/Professional:

- Prepares and issues receipts for all revenue collected by using Official Receipt Book;
- Maintains the Cash Book;
- Balances cash book on a daily basis;
- Prepares monthly report detailing revenue collections;
- Maintains Petty Cash Float;
- Prepares bank deposits for lodgement of funds received;
- Prepares and dispatches daily bank lodgments to the relevant bank accounts in accordance with established guidelines, through the relevant Courier Service;
- Maintains custody of cheques, cash and valuables;
- 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 cash statement reports;
- Collects funds and issues receipts to fishers and vessel owners for revenues from the sale of fuel;
- Prepares and maintains cash sales receipt book;
- 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/assists 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.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good customer relations skills;
- Good interpersonal skills;
- Ability to work within a team environment;
- Demonstrated 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

- Associate degree in business, or accounting or other social science;
- Certificate in Government Accounting (Level 2);
- Training in Supplies Management;
- Two (2) years' experience in a similar capacity.

OR

- Certificate (Upper Secondary Leaving)/ NVQ Certificate Level 3;
- Certificate in Government Accounting (Level 3);
- Training in Supplies Management;
- Four (4) years' experience in a comparable work environment.

Special Conditions Associated with the Job

- Exposure to gas fumes and susceptibility to fire hazards;
- May have to operate in hostile environments;
- Susceptibility to risks associated with monetary transactions.

10. Pump Attendant (Level 2)**Job Purpose**

Under the supervision of the Operations Manager, the Pump Attendant is responsible for pumping and issuing marine fuel to fisher folk. The incumbent is required to ensure that the environment is kept clean at all times that the general operations of the pumps are maintained in accordance with the policies, procedures and guidelines of the petroleum industry and the Authority.

Key Responsibilities

- Adheres to all industry policies, standards and regulations related to the operation of fuel storage tanks and pumps;
- Receives, checks and verifies fueling deliveries ensuring that the seals are intact and compartments are drained in order to get the quantity stated on invoices;
- Monitors fuel tank status, establishes balance of fuel in tanks and makes recommendations for fuel deliveries;
- Ensures that adequate fuel supplies are available to meet fisher folk demand;
- Coordinates with the Records Officer to prepare and maintain accurate inventory reports;
- Issues fuel to fishermen ensuring that the amount of fuel indicated on receipt is delivered;
- Conducts dipping of tank before and after receiving fuel;
- Ensures that all safety procedures are adhered to by fisher folk; maintains safety standards;
- Co-ordinates with the Records Officer to ensure that fuel pumps are maintained in good working order; Carries out minor repairs;
- Maintains cleanliness and order by keeping Sub-Stations free of debris and clutter, including hoses that must be stowed away;
- 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 interpersonal skills;
- Good customer and quality focus skills;
- Good teamwork and co-operation skills.

Technical:

- Excellent understanding of safety precautions and measures;
- Sound knowledge of fire prevention techniques;
- Ability to adhere to safety measures while operating the pump;
- Ability to read measurements and measure fuel;
- Knowledge of the operations of Government.

Minimum Required Qualification and Experience

- School Leaving Certification preferably with at least one (1) CXC or NVQ Certificate Level 1;
- Basic Fire training.

OR

- Completed Secondary school up to the ninth grade level;
- Demonstrably literate and numerate;
- Basic Fire training.

Special Conditions Associated with the Job

- Exposure to hazardous fumes from fuel;
- Exposed to danger/slippery conditions when climbing delivery trucks to receive fuel;
- Exposure to rain and lightning;
- Required to stand for long periods;
- Susceptible to risks associated with fire.

Applications accompanied by detailed résumés, including the names of two (2) referees, should be submitted **no later than Wednesday, 20th November, 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**