



Office of the Services Commissions

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CIRCULAR No. 59 **OSC Ref. C.4858⁵⁰**

6th February, 2025

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **National Fisheries Authority**:

1. **Principal Director, Legal and Regulatory Affairs (Level 11)**, salary range \$9,401,821 - \$12,644,404 per annum.
2. **Senior Director, Capture Fisheries Planning, Development & Management (Level 9)**, salary range \$6,333,301-\$8,517,586 per annum.
3. **Management Accountant (Recurrent) (Level 7)**, salary range \$4,266,270-\$5,737,659 per annum.
4. **Quantity Surveyor/Property Officer (Level 7)**, salary range \$4,266,270-\$5,737,659 per annum.
5. **Human Resource Officer (Staffing and Benefits) (Level 6)**, salary range \$3,501,526-\$4,709,163 per annum.
6. **Compliance Officers (Level 5)**, 10 Positions, St. Thomas (1), Portland (1) Clarendon (1), St. Ann (1), St. Mary (1) Offshore Cays (1), St. Elizabeth (1) Westmoreland (1), Hanover (2), salary range \$2,803,771- \$3,770,760 per annum.
7. **Data Collection Officer (Level 5)** (St. Ann), salary scale \$2,803,771- \$3,770,760 per annum.

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

Job Purpose

Under the direction of the Chief Executive Officer, the Principal Director, Legal and Regulatory Affairs has overall responsibility for administering all activities relating to the legal obligations of the Authority and the statutory provisions within which the Authority functions. Accordingly, the incumbent is responsible for ensuring that the Authority operates in a manner that is fully compliant with the Fisheries Act 2018 and all the relevant local, regional and international laws, statutes and regulations which govern the Authority. Additionally, the incumbent is responsible for the day-to-day direction and management of the Legal and Regulatory Affairs Branch staff and operations, as well as for all activities which serve to protect the Authority and its employees against any action that may arise. The incumbent is required to make recommendations, determine issues of law and policy for cross sector and international issues, to represent the Authority in legal proceedings and to provide high quality legal counsel and guidance on a wide range of issues.

Key Responsibilities

Management/Administrative

- Directs the development of Budgets/Corporate/Strategic and Operational Plans in accordance with the required guidelines;
- Develops Individual and Unit Plan;
- Advises the CEO on the legal policy framework for the Authority based on best practices, and in keeping with the laws promulgated for the National Fisheries Authority;
- Recommends priorities and strategic direction for the Legal and Regulatory Affairs Branch and manages the Legal Officer, Administrative Support Officer and external Counsel as may be required from time to time;
- Develops, implements and monitors various policies, guidelines and procedures for the Authority;

- Prepares technical briefs for the CEO and the Chairman of the Board as required;
- Advises and engages Directors, CEO and other staff about changes in international and other obligations based on ongoing research;
- Reviews and analyses legislation, policies and policy guidelines and makes recommendations for amendments and changes;
- Formulates legal arrangements to establish partnerships with public and private sector entities, local, regional and international organizations;
- Formulates legal papers, Cabinet Submissions, briefs and proposals, and represents the Authority at conferences, seminars, negotiations and committees locally, regionally and internationally;
- Participates in the development and delivery of training sessions and seminars for internal and external clients, for example, compliance and enforcement sessions for staff;
- Participates in the quarterly and annual reviews/retreats and contributes to the general management and strategic direction of the Authority;
- Prepares and presents the Department's quarterly Legislation Programme, ensuring all priority Bills are adequately represented;
- Monitors progress of the implementation of the programme and submits update to Board and the CEO as required;
- Attends sittings of Parliament and provides clarification on Bills as required;
- Provides guidance relating to disciplinary and grievance issues and assists in maintaining a harmonious industrial relations environment;
- Provides legal advice to the CEO and senior management, on specialized and routine legal matters;
- Keeps abreast of international conventions related to the Authority's activities and interprets and advises on its implications.

Technical/Professional

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

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

- Serves as a Focal Point for communication with and between the BoM and Senior Executives, managers and the Corporation's stakeholders;
- Provides legal advice to Appeals Tribunal;
- Manages and organizes hearings and meetings of the Appeals Tribunal.

Human Resource Management

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and or initiates corrective action where necessary;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Assists with the development and implementation of a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division in collaboration with the Human Resource Management and Development Branch;
- Devises job rotation strategy for the Division in collaboration with the Human Resources Division;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching;
- Develops and sustains teamwork, unity and commitment to organizational goals;
- Participates in the recruitment of staff;
- Approves leave, recommends appointments, training, incentive arrangements and disciplinary action for staff supervised;
- Conducts staff appraisals and writes performance reports, adhering to the required guidelines and timeframes;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core

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

Technical

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

Minimum Qualifications and Experience

- Bachelor of Laws (LLB)
- Certificate of Legal Education from the Norman Manley or Hugh Wooding Law School, UWI.
- At least two (2) years experience in a senior legal capacity

- At least five (5) years overall experience in the field
- Corporate Governance training would be an asset

Special Conditions Associated with the Job

- Required to travel islandwide including travel to remote locations;
- Travel 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. Senior Director, Capture Fisheries Planning, Development & Management (Level 9)

Job Purpose

Under the general direction of the Principal Director, Capture Fisheries Division, the Senior Director, Capture Fisheries Planning, Development & Management Branch (Level 9) directs the operations of the Branch. The incumbent is responsible for the development, implementation and maintenance of the Fishery Management and Development Plans, in line with international best practice. The incumbent also participates in the planning, organization, development and administration of systems, procedures and programmes for the development and management of capture fisheries in Jamaica. Accordingly, the incumbent provides technical advice, briefings and support to the Principal Director of the Capture Fisheries Division and other senior officials. The incumbent is also responsible for developing, implementing, monitoring and evaluating strategies to ensure proper conservation, protection and management and use of capture fisheries (marine and freshwater) resources.

Key Responsibilities

Management/Administrative

- Plans, directs and co-ordinates all programmes and activities relating to the operations of the Capture Fishery Development and Programme Management Branch in accordance with the established policies, laws and regulations of the Authority;
- Monitors and controls the implementation of corporate plans, Operational Plans and Budgets to ensure that work is carried out as planned, within budget and agreed targets are met;
- Ensures that all required processes, systems and controls are in place to enable achievement of the Branch's objectives;
- Manages the work programme of the by ensuring operational efficiency and cost effectiveness are observed in expenditure and takes corrective action to minimize variances where necessary;
- Oversees the investigation of complaints from customers and business associates and effects the required corrective measures;
- Represents the Authority at local, regional and international meetings, conferences, workshops and other fora as required;

Technical/Professional

- Ensures the preparation, implementation, and monitoring of fishery management plans while incorporating the participatory approach to management planning, by ensuring that the following elements are in place:
 - An introduction outlining the need and rationale for management of the fishery and the scope of the plan;
 - Assessment of the historical development and current status of the fishery, including its biological ecological, social and economical dimensions;
 - A stakeholder analysis of the fishery and clear statements on the roles and responsibilities of the different stakeholders in the management process, including any co-management arrangements;
 - The goals and objectives for the fishery, for each of the biological, ecological, social and economic dimensions, and the relative prioritization between any conflicting objectives;
 - The indicators and reference points associated with each objective, to be expressed in quantitative terms, and to be used in measuring the performance of management in achieving each objective;
 - The management measures that will be used to achieve the objectives and protect the resources from exploitation;
 - The specifications of any use or access rights to be allocated in the fishery and any conditions attached to them;

- A 'decision control rule' framework, that has been pre-agreed with the fishery stakeholders, stating which management measures (including any levels of fishing effort, fish catches or other controls) shall be adopted depending on the status of the fishery, as measured by the positions of the indicators relative to the reference points;
- A statement of the current management recommendations for the fishery as guided by the decision control rule, based on the estimated current status of the fishery and allowing for any uncertainties in the assessment and associated risks for achievement of the fishery goals;
- An agreed process and timetable for monitoring the state of the fishery and evaluating and reviewing the management plan as needed , providing for ongoing consultation with fishery stakeholders;
- Develops and implements Management, Conservation and Development programmes and projects related to the National Fisheries Authority (NFA);
- Develops and implements fisheries conservation strategies, including the management of the fish sanctuaries programme;
- Develops, manages and monitors User Rights and Quota based fishery management systems;
- Represents the NFA at Court proceedings on matters relating to contravention of the Fisheries Act;
- Analyses and interprets relevant information and makes recommendations to the Principal Director, Capture Fisheries Division;
- Liaises with the local, regional and international governmental and non-governmental organizations concerned with the conservation and sustainable utilization of marine species;
- Participates in workshops and seminars to share technical matters relating to fisheries management;
- Ensures the adaptation of local and international standards through the organization of workshops, seminars and training courses;
- Recommends the revision of policy guidelines in order to meet the global changes in the Fishing Industry;

Human Resource Management

- Provides leadership and guidance to staff through effective objective setting, effective planning, delegation, communication, training, mentoring and coaching;
- Identifies the training and developmental needs of staff and ensures that they are adequately addressed;
- Participates in the recruitment of staff for the Branch and recommends transfers, promotions, termination and leave in accordance with established Human Resource policies and procedures;
- Ensures that staff are aware of and adhere to the policies, procedures and guidelines governing the operations of the Authority and the Public Service;
- Recommends/administers disciplinary action in keeping with established human resource policies and guidelines;
- Supports the Principal Director in the establishment and maintenance of a supportive work environment that promotes sound values and positive attitudes, fosters a culture of consultation, team work, employee empowerment and commitment, high performance, continuous innovation and ethical behaviour among the staff in general;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Collaborates with the Human Resources Unit to develop and implement a succession planning programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the Branch;
- Performs other related duties as assigned by the Principal Director, Capture Fishery.

Required Knowledge, Skills and Competencies

Core

- Good team building skills
- Ability to analyze and interpret information for decision making
- Strong leadership and management skills
- Good interpersonal skills
- Excellent communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills
- Proficiency in the use of relevant computer applications

Technical

- Good knowledge of the Fisheries Act and related regulations and guidelines
- Excellent knowledge of management, development and conservatives principles and strategies
- Sound knowledge of the policies and procedures of the National Fisheries Authority.
- Good knowledge of public sector laws, rules and guidelines and of the Ministry's policies and procedures
- Excellent knowledge of Fisheries protocols and management
- Demonstrated ability to think strategically, increase productivity and sustainability of fisheries.
- Working knowledge of research methodologies and investigative techniques
- Good project management and development skills

Minimum Required Qualification and Experience

- Masters Degree in Fisheries or related sciences.
- Six (6) years related experience with at least three (3) years in a senior management capacity.

OR

- Bachelors Degree in Fisheries or related sciences.
- Eight (8) years related experience with at least two (2) years in a senior management capacity.

Special Conditions Associated with the Job

- Working in offshore and other aquatic environments
- Extensive period in the field during terrestrial operations
- Remote and sometimes hostile fishing beaches and communities
- May be required to work on week- ends and public holidays

3. Management Accountant (Recurrent) (Level 7)**Job Purpose**

Under the direction of the Director, Management Accountant, the Management Accountant – Recurrent, is responsible for assisting with the operation of an effective cash management and budgeting system for the Authority. Accordingly, the incumbent undertakes daily cash flow management activities, including analysis of the cash flow, and makes recommendations for the implementation of cash flow strategies. The Senior Budget Officer also compiles the draft budget and assists with the monitoring of the recurrent budget implementation. In addition, the incumbent assists the Director, Management Accountant with investment portfolio management and the management of all banking relationships. He/she conducts financial, statistical and analytical studies; prepares and assists in the preparation of financial reports and statements and assists in the preparation of the Authority's budget.

Key Responsibilities***Technical/Professional:***

- Assists with the co-ordination and analysis of the Authority's annual budget;
- Reviews with Senior Managers, budget requirements for their respective programmes and activities and the cost efficiencies of Authority's recurrent budget;
- Makes adjustments to the budget, after review by the Ministry of Finance and the Public Service (MOFPS) and Senior Managers of the Authority;
- Ensures the timely distribution of Estimate of Expenditure to Chief Executive Officer, Senior Managers and all other Programme Managers within the Authority;
- Reviews annual and monthly cash flows and compares with approved Estimated of Expenditure before submission to the MOFPS;
- Examines monthly expenditure statements against warrant allocations to determine variance, if any, with warrants and approved budget, and advises the Director, Management Accountant of any potential or necessary adjustments in future allocations;
- Liaises with Budget Analyst in the MOFPS on matters concerning the approved Budget, Warrant Releases and Cash Flows;
- Participates in monthly meetings with Cash Management staff at the MOFPS, and Senior Managers of the Authority, to discuss warrant releases against actual requirements;
- Co-ordinates Quarterly Budget and Performance Review meeting with Seniors Managers to examine Expenditure against performance with a view to preventing budget overrun;
- Calculates and collates costing for the revision of salaries and allowances and advises MOFPS of the necessary adjustment;

- Advises the Director, Management Accountant and Programme Managers of payment schedules;
- Examines and certifies monthly warrant allocations and all other activities in the Authority;
- Suggests measures to mitigate the negative impact of changes in these macro-economic variables;
- Prepares a monthly statement of projected cash flows for the month;
- Prepares short, medium and long-term financial forecasts;
- Reviews financial performance each month and prepares monthly variance report;
- Monitors changes in macro-economic variables such as interest rates, inflation rates, exchange rates, fuel prices, etc and reports on the likely impact of these changes on projects, plans, programmes and financial projections of the authority;
- Reviews budget submissions from divisional heads for completeness, accuracy and reasonableness;
- Provides advice and assists in performing cost-benefit analysis for proposed projects;
- Assists in the determination of expenditure priorities;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Communicating effectively
- Working collaboratively
- Effective decision making
- Ensuring Value for taxpayer's money
- Providing quality service
- Strategic and analytical thinking

Technical

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

Minimum Required Qualification and Experience

- BSc Degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized tertiary institution
- Completion of relevant Government Accounting Courses
- At least two (2) years' related experience in Accounting.

OR

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

Special Condition Associated with the Job

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

4. Quantity Surveyor/Property Officer (Level 7)

Job Purpose

Under the direct supervision of the Director Facilities, Property and Transport, the incumbent will provide expertise in the drafting of Authority's construction contracts. The incumbent will also manage the administration of contracts and appraise/approve contract payments, ensuring compliance with established standards, preparing estimates and bill of quantities, GoJ guidelines and regulations.

Key Responsibilities

Management/Administrative:

- Participates in meetings;

- Delegates and oversees the functions of reports;
- Participates in meetings amongst stakeholders to ensure project objectives are achieved;
- Assists in the preparation of operational reports;
- Gives assistance in the preparation of Technical Reports for new and ongoing projects.

Technical/Professional:

- Prepares preliminary estimates for all building and civil engineering works;
- Reviews the preliminary development budget to ascertain costing of proposed developments;
- Identifies proactively and addresses space utilization inefficiencies to optimize workplace layouts;
- Develops, monitors and maintains cost records for labour and materials, and for overall contract cost of the Authority's completed designs;
- Assists in the co-ordination of designs for building and subdivision plans to ensure cost efficiency in standards and specifications;
- Produces all estimating data for the preparation of programmes and annual budgets;
- Validates external bills;
- Assists the Civil Engineer in conducting appraisal designs;
- Produces designs using AutoCAD and other similar applications;
- Interprets blueprints, schematic drawings, payouts and other visual aids;
- Participates in evaluations;
- Stays current on trends relating to flexible workspaces, and smart building technologies, to advise on cost-effective solutions;
- Assists with contracts;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Oral Communication
- Written Communication
- Leadership
- Integrity
- Interpersonal Skills
- Teamwork and Cooperation
- Initiative
- Problem Solving and Decision making

Technical:

- Demonstrates awareness of and/or anticipates changing environmental trends, market opportunities and competitive threats. Develops a clear vision of the desired future state of the NFA.
- Knowledge of the Fisheries Act 2018 and other relevant legislation, policies, guidelines of the National Fisheries Authority.
- Sound knowledge of GOJ Procurement Policies and Guidelines
- Working knowledge of the Master Builders JIIC agreement & labour rates.
- Working knowledge of the Building Code stipulated by the Jamaica Institute of Quantity Surveyors.
- Knowledge of the contract administration process and the established forms of contracts.
- Project/Construction Management experience.
- Working knowledge of standard and specialized computer applications.
- Sound knowledge of Auto CAD and Microsoft applications

Minimum Required Qualification and Experience

- BSc. Degree in Quantity Surveying
- Five (5) years related working experience
- Experience in building, roads, bridges and any other civil works
- Project Management training.
- Holder of a General Driver's License

Special Conditions Associated with the Job

- Islandwide travelling
- Exposure to dust, excess water and chemicals
- Required to work beyond normal working hours
- Might be required, on occasions, to work on weekends and holidays.

5. Human Resource Officer (Staffing and Benefits) (Level 6)

Job Purpose

Under the direct supervision of the Director, Human Resource Management and Development (Level 8), the Human Resource Officer (Staffing & Benefits) (Level 6), gives support and facilitates the implementation of Human Resource activities in accordance with the established policies and procedures, in order to meet the Authority's strategic objectives. The incumbent assists with the recruitment and selection procedures, the administering of employee benefits and maintains the staffing needs and electronically and manually updating personnel records of the Authority.

Key Responsibilities

Administrative

- Assists with the evaluation of staff turnover, vacancies and the recruitment strategies to identify and forecast staffing requirements;
- Assists with providing guidance to new employees and ensures that they are aware of and adhere to the policies; procedures and regulations of the Authority;
- Assists with the preparation of the Workplans;
- Tracks HRM transaction processing time to monitor and ensure efficiency in satisfying the customer service charter standards;
- Conducts research to identify the HR related information to keep the Authority informed of industry changes and abreast with new best practices.

Technical/Professional

- Manages leave applications and eligibility;
- Assists with the co-ordination of orientation programmes for new employees;
- Participates in the recruitment, selection and appointment of staff;
- Maintains effective working relationships with external and internal stakeholders to ensure that the Authority provides a consistently high level of service;
- Assists with the execution of recommendations for acting appointments, promotions, resignations and transfers;
- Assists with investigating queries relating to salaries, appointments, discrepancies and other queries;
- Manages the database for officers acting in clear vacancies and ensures recommendations are received from Heads of Divisions as to their suitability for appointments/promotions;
- Conducts Exit Interviews and ensures that all separation matters are settled within the prescribed timeframe;
- Manages the Human Resource Information System database to provide support for the manpower planning activity, as well as ensuring that the staff list is current and accurate;
- Oversees the administering of assessments for applicants;
- Compiles quarterly reports for the Division;
- Submits confidential reports as requested;
- Liaises with representatives of all benefits providers and ensures the registration of new employees on these benefits;
- Ensures that applications for employee benefits are processed and submitted;
- Liaises with NIS office to ensure members of staff are compensated for NIS Benefits, for example, injury on the job;
- Assists with the preparation of the schedule of employees who are eligible for retirement and ensures that all relevant documents are processed and submitted;
- Prepares staff list and list of vacancies within the Authority, as requested;
- Reviews and collates recruitment paperwork, creates new employee personnel files (electronic and hard copy) and inputs new employee details into the MYHR+.
- Perform any other related duties assigned.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good time management skills
- Good problem solving and conflict management skills
- Good planning and organizing skills
- Good customer relations skills
- Good interpersonal skills
- Ability to work in teams
- Good use of initiative
- Managing the client interface

Technical:

- Sound knowledge of the Public Service Regulations, Staff Orders for the Public Service and other GoJ policies that guides the delivery of HRMD services
- Sound knowledge of principles and practices of human resource administration
- Knowledge of the operations Authority's policies and procedures
- Sound knowledge of Recruitment Procedures
- Expert knowledge of Leave Administration
- Knowledge of the use of the relevant computer software applications

Minimum Required Qualification and Experience

- BSc in Business Administration/Human Resource Management/Public Administration or related discipline from an accredited tertiary institution;
 - Two (2) years' experience in HR
- OR**
- Associate/Diploma in HRM or Public Administration or related discipline from an accredited tertiary institution.
 - Four (4) years' experience in HR Unit

Special Condition Associated with the Job

- Required to travel island wide.
- May be required to work beyond normal working hours.
- Spend long hours sitting and using office equipment, computers and attending sessions.

6. Compliance Officers (Level 5)**Job Purpose**

The Compliance Officer is responsible for the enforcement of the provisions of The Fisheries Act, 2018, which facilitates efficient and effective management and sustainable development of fisheries, aquaculture and other related activities, in accordance with internationally recognized norms and best practices. The post supports the protection and conservation of the delicate ecosystem from offshore and coastal to inland areas, including riverine and aquaculture systems. It also supports Jamaica's obligations to international compliance arrangements.

Key Responsibilities**Technical/Professional:**

- Stops, boards and searches any vessel or conveyance, whether local or foreign, in Jamaican waters;
- Enters and searches any aquaculture facility to ensure compliance with the provisions of The Fisheries Act, 2018;
- Inspects and takes samples, copies of documents and other information from any vessel, conveyance, aquaculture facility or other related places;
- Investigates complaints, detains violators, prepares briefs and presents evidence in court on behalf of the Authority;
- Conducts patrols, inspections and investigations in accordance with The Fisheries Act, 2018;
- Inspects fishing vessels, conveyances, gears, aquaculture facilities, processing facilities, hotels, restaurants;
- Monitors fishing activities, rivers, watersheds and coastal areas monitored in accordance with the laws;
- Transports, controls or immobilizes vessel or conveyances;
- Performs other related duties that may be assigned from time to time.

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

- Communicating effectively
- Working collaboratively
- Strategic and analytical thinking
- Driving continuous change and improvements
- Effective decision making
- Providing quality service

Technical:**Environmental Management:**

- Monitoring and Assessment
- Planning
- Ecosystems Management
- Knowledge and interpretation of environmental and planning legislation

Security and Protective Services:

- Health and Safety
- Search Technique
- Tactics
- Investigative and Investigation Skills
- Operational Planning

Minimum Required Qualification and Experience

- Associate Degree in Natural/Social/Agriculture/Maritime Sciences or a related field.
- At least two (2) years' experience in enforcement or a comparable working environment.
- OR
- Diploma in Natural/Social/Agriculture/Maritime Sciences or a related field
- Three (3) years' experience in a comparable working environment.
- OR
- Certificate of graduation from Police or Military Academy
- Five (5) years' full time in law enforcement experience
- Experience in law enforcement in Jamaica's maritime space will be an asset

Special Condition Associated with the Job

- Position involves extensive fieldwork, including visiting fishing beaches, fish landing sites and aquaculture farms, islandwide.
- May occasionally be exposed to situations where personal safety and security may be at risk.
- May occasionally be required to work on weekends.
- Exposure to hostile clientele and working in volatile communities.

7. Data Collection Officer (Level 5)**Job Purpose**

Under the supervision of the Senior Data Collection Officer, the incumbent is responsible for collecting, recording and monitoring biological, socio-economic and other fisheries related data across the island for scientific, management and compliance purposes. The incumbent is also responsible for providing technical support for the Authority's Data Management Programme, thereby ensuring that information flows timely and securely to internal and external stakeholders.

Key Responsibilities

- Participates in the preparation of Work, Operational and Strategic Plans and Budgets for the Unit;
- Prepares weekly, monthly, quarterly and annual reports on the activities of the Data Units;
- Participates in the selection and evaluation of equipment and supplies for data collection activities;
- Conducts Data Collection training for fishers and aquaculture practitioners;
- Monitors, facilitates and enforces policies, systems and procedures for effective data management;
- Develops and implements efficient and secure procedures for handling data;
- Ensures databases are protected from security breaches and data losses;
- Retrieves information relevant to fishing, aquaculture and any related activity from vessels, conveyances or aquaculture facilities;
- Formulates techniques and strategies for quality data collection to ensure adequacy, accuracy and legitimacy of data;
- Collates and records information relevant to the Authority from industry stakeholders and other sources;
- Conducts field visits to determine levels of domestic fish production in specified areas and records findings;
- Collects and documents statistics on fish production from capture fisheries and aquaculture;

- Ensures accurate recording of climate and ecological factors, which influence production yields and other fishery related matters;
- Monitors and analyses the performance of the data collection systems and makes recommendations for new technology upgrades when required;
- Updates and maintains statistical databases;
- Contributes to the revision of the National Sampling Plan for fisheries and aquaculture;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Communicating effectively
- Working collaboratively
- Seeing the big picture
- Driving continuous change and improvements
- Effective decision making
- Ensuring value for tax payer's money
- Providing quality service

Technical:

Environmental Management

- Monitoring and Assessment
- Planning
- Ecosystems Management
- Knowledge and interpretation of environmental and planning legislation

Strategic Planning and Performance Management

- Strategic Planning
- Monitoring and Evaluation
- Risk Analysis and Mitigation
- Strategic Networking

Minimum Required Qualification and Experience

- Bachelors Degree in Natural or Social Sciences or a related discipline from a recognized institution
 - At least two (2) years' experience in data collection and analyses
- OR**
- Associate Degree in Natural or Social Sciences or a related discipline from a recognized institution
 - At least four (4) years' experience in data collection and analyses

Special Condition Associated with the Job

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

Applications accompanied by detailed résumés, including the names of two (2) referees, should be submitted **no later than Wednesday, 19th February 2025 to:**

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

Email: fisherieshr@nfa.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