



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

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

1. **Director, Accounts Payables/Receivables & Payroll (Level 8)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Senior Payroll Officer (Level 6)**, salary range \$3,501,526 - \$4,709,163 per annum.
3. **Payroll Officer (Level 5)**, salary range \$2,803,771- \$3,770,760 per annum.
4. **Administrative Support Officer (Level 5)**, salary range \$2,803,771 - \$3,770,760 per annum.
5. **Bulldozer Operator (Level 2)**, salary range \$1,439,455 - \$1,935,907 per annum.
6. **Maintenance Officer (Level 2)**, salary range \$1,439,455 - \$1,935,907 per annum.

1. Director, Accounts Payables/ Receivables & Payroll (Level 8)

Job Purpose

Under the direct supervision of the Senior Director, Finance and Accounts (Level 10), the Director, Accounts Payables and Receivables, is responsible for the management of the procedures in respect of payroll, accounts payable and disbursements ensuring that:

- proper systems of internal control exist and are being adhered to;
- the Financial Administration and Audit (FAA) Act, its Regulations and Instructions are complied with;
- the services of both the Authority's internal and external clients are performed efficiently, effectively and economically

The incumbent is also responsible for the overall supervision of the Accounts Payable and Receivables Units of the Finance and Accounts Division of the Authority, and is the chief advisor to the Senior Director, Finance and Accounts on all financial matters relating to accounts payable, payroll and other funds and assets under the control of the Authority.

Key Responsibilities

Management/Administrative:

- Reviews payables operations to ensure the effectiveness and efficiency of the systems and procedures, by identifying, measuring and capturing all accounts payable relating to each period and to the financial year;
- Conducts tests to ensure that all accounts payable and accrued wages are being accurately captured and brought to account within the period to which they relate;
- Ensures that there is an adequate system for checking, certifying and authorising payments, in accordance with the FAA Act, its Regulations and Instructions
- Represents the Authority at meetings, conferences and other fora.
- Manages the quality assurance efforts to ensure that all payments are effected in accordance with the regulations.
- Participates in the preparation of the annual work programme and budget for the Finance and Accounts Division;
- Liaises with Section Heads to develop and submit the annual operational plan for the Authority;

Technical/Professional:

- Ascertains that there is an adequate system for ensuring the accurate computation and payment of salaries.
- Ensures that, where appropriate, all deadlines are met for the payment of salaries and other contractual obligations, provided that funds are available.
- Ensures that an effective, fair and proper system is in place for the prioritisation and settlement of accounts payable.
- Analyzes payment requests by checking for authenticity, cash flow and budgetary provisions.
- Ensures that an effective system is in place to prevent incidence of overdraft on any official bank account.
- Authorizes payment vouchers and monitors the preparation of cheques and wire transfers.
- Monitors the cheque register to ensure that all cheques are recorded and the register is updated.
- Creates and reviews accounts receivables reports, and ensures that records are maintained
- Reviews receivables and proactively manages the collection process
- Compiles information to support the annual statutory audit and other audits as required.
- Ensures that there is an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds.
- Evaluates and capitalizes new and existing fixed assets.
- Performs month-end close activities to reconcile fixed assets and construction work in progress.
- Calculates and records monthly depreciation expenses.
- Assesses fixed asset impairment and fixed asset retirement.
- Reviews and analyzes repair and maintenance expenses for items that should be classified as capital.
- Ensures that assets disposed of and retired assets are removed from accounting records.
- Organizes and supervises periodic physical inventory of fixed assets.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching
- Ensures the welfare and developmental needs of staff in the Branch are clearly identified and addressed
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.
- Participates in recruitment of staff for the Branch and recommends transfer, promotion and leave in accordance with established human resource policies and procedures
- Identifies training/development needs of staff and makes recommendations as required; - trains members of staff on all the complexities and intricacies regarding the preparation of the accounts;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations which guides the operations of the Authority, Division and the Unit;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Recommends vacation leave and approves departmental and sick leave for staff supervised, in keeping with established Human Resource policies;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;
- Conducts monthly and other ad hoc staff meetings.
- Manages performance appraisals of direct reports and submits recommendations.
- Performs any other duties that may be assigned from time to time.

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

- Communicating effectively
- Working collaboratively
- Developing capability
- Driving continuous change and improvements
- Effective decision making

- Ensuring value for taxpayer's money
- Providing quality service
- Strategic and analytical thinking

Technical:

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

Minimum Required Qualification and Experience

- Association of Certified Chartered Accountant (ACCA) Level 2 or any equivalent recognized professional qualification in accounting or management
- Completion of relevant Government Accounting Courses
- At least five (5) years related accounting experience.

OR

- BSc Degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized tertiary institution
- Completion of relevant Government Accounting Courses
- At least five (5) years' related experience in Accounting.

Special Condition Associated with the Job

- Maybe required to work long hours, weekends and public holidays

2. Senior Payroll Officer (Level 6)

Job Purpose

Under the direct supervision of the Director, Accounts Payable and Payroll, the Senior, Payroll Officer is responsible for ensuring that the overall management, co-ordination and controlling of the activities, in respect of the payment of salaries/wages, are executed in accordance with the stipulated guidelines and policies of the Financial Accounting and Audit Act.

In addition, the Senior 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 preparing monthly, quarterly and year-end payroll statements.

Key Responsibilities

Management/Administrative:

- Monitors the processes by which salaries are calculated;
- Directs the preparation, checking and submission of all personal and statutory deductions from salaries to be returned to the relevant organization;
- Monitors the processes and procedures regarding the payment of salaries;
- Liaises with Senior Director, Finance and Accounts, Director, Payables and Payroll, Programme Managers to provide them with information and guidance;
- Authenticates the accuracy and timeliness of all remittance;
- Ensures that the proper control exist for the early detection of errors;
- Supervises direct reports and prepares individual work plans.

Technical/Professional:

- Manages the operation of an effective and efficient payroll system, by being directly responsible for the monthly and fortnightly payroll for permanent and temporary staff
- Monitors the maintenance of earning records and other salary related particulars.
- Monitors and ensures that a register is maintained in respect of taxes withheld by Government for Budgetary decision making.
- Authorizes all salaries and salary related payments.

- Provides responses and prepares reports to Audit Queries for External and Internal Auditors for all matters relating to salaries.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiate corrective action where necessary to improve performance and/or attainment of established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division and recommends promotion and leave in accordance with established human resources policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring;
- Establishes and maintains a system that fosters a culture of teamwork, employee's empowerment and commitment to the Division's organizational goal;
- Performs any other related duties that is assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Communicating effectively
- Working collaboratively
- Developing capability
- Driving continuous change and improvements
- Effective decision making
- Ensuring value for taxpayer's money
- Providing quality service
- Strategic and analytical thinking

Technical:

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

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with Accounting from an accredited University; or ACCA Level 2;
 - 2 years experience in an accounting environment
- OR**
- Associate Degree in Accounting from MIND, along with the Diploma in Government Accounting, MIND
 - 4 years experience in an accounting 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

3. Payroll Officer (Level 5)

Job Purpose

Under the direct supervision of the Manager, Payments and Payroll, 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
- Collaborates 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

4. Administrative Support Officer (Level 5)**Job Purpose**

The Administrative Support Officer is responsible for the provision of direct and confidential support to the Senior Director, Finance and Accounts, ensuring effective and efficient workflow with internal and external customers. The Administrative Support Officer is required to independently manage, organize, monitor, conduct research, prepare reports and execute a wide variety of secretarial and administrative duties to enhance and simplify the work processes and operations of the Branch, and to perform other related duties assigned.

Key Responsibilities

- Provides high-level administrative functions for the Senior Director, Finance and Accounts regarding related services and activities of the Unit;
- Collates information for the Senior Director, Finance and Accounts from various Divisions of the Authority and external agencies and, acts as a focal point for the dissemination of information within the Branch;
- Assists the Senior Director, Finance and Accounts in solving problems and bringing about a resolution of technical issues by conducting research and compiling and providing information/files as required;
- Prepares accounting documents including tables and graphs, as well as financial reports and financial statements;
- Researches and compiles information, as required by the Director, for various meetings;
- Prepares agenda and makes arrangements for meetings;
- Attends meetings, records Minutes and prepares for circulation;
- Provides necessary support to the Director, including following up on action items and their implementation;
- Takes dictations, transcribes and prepares the documents for signature;
- Prepares draft letters, memoranda and reports from notes;
- Composes routine correspondence;
- Receives, opens, sorts and distributes incoming correspondence;
- Files correspondence and other documents and maintains a record of the movement of files;
- Establishes and maintains an effective filing system to ensure easy retrieval of accounting files, and ensures the security of confidential financial records;
- Screens and refers calls to relevant officers;
- Maintains diary and schedules appointments;
- Accesses and sends e-mail via internet;
- Faxes/photocopies documents;

- Follows up on requests made by Director;
- Maintains stationery inventory and ensures that stationery is available to members of the Unit;
- Maintains the Branch's Attendance Register;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Oral and written communication
- Planning & organizing
- Confidentiality and integrity
- Teamwork and co-operation.
- Initiative
- Integrity
- Customer & quality focus.

Technical

- Sound knowledge of the policies, programmes and regulations of the NFA.
- Sound knowledge of The Staff Orders and the Public Service Regulations
- Sound knowledge of administrative and secretarial practices and procedures
- Excellent records and information management skills
- Proficiency in shorthand, speedwriting and typewriting,
- Proficiency in the use of relevant computer applications
- Ability to maintain calendars and schedule appointments
- Ability to record and transcribe meeting minutes

Minimum Required Qualification and Experience

- Associate Degree in Public Administration or Business Administration or Management Studies or related discipline from a recognized tertiary institution
 - Training in the use of a variety of software applications.
 - Three (3) years related experience in a comparable working environment.
- OR**
- Diploma in Public Administration or Business Administration or Management Studies.
 - Training in the use of a variety of software applications.
 - Five (5) years experience in a comparable working environment.
- OR**
- Certified Administrative Management (Level 2)
 - Training in the use of a variety of software applications.
 - Six (6) years experience in a comparable working environment.

Special Conditions Associated with the Job

- May be required to work on weekends or holidays to complete projects.
- May be required to travel locally for short periods.

5. Bulldozer Operator (Level 2)

Job Purpose

Under the direction of the Aquaculture Extension Officer (Level 6), the Bulldozer Operator (Level 2), is responsible for the operation of a bulldozer to prepare land for pond construction.

Key Responsibilities

- Operates bulldozer for the clearing of land
- Builds and renovates fish ponds
- Maintains logbook and prepares reports on the operation of the bulldozer
- Maintains and services bulldozer
- Reports all major repairs required for the operation of the bulldozer;
- Performs any other related functions assigned.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Good teamwork and cooperation skills
- Good customer and quality focus skills

Technical:

- Excellent driving skills
- Proficient in basic mechanics.
- Knowledge of the operations of Government/Knowledge of the Authority's policies and procedures

Minimum Required Qualification and Experience

- Secondary School Certificate
- Possession of a valid General Driver's License, endorsed to allow for the operations of a Bulldozer
- 2 years work related experience

Special Conditions Associated with the Job

- Working long hours in sun, heat and dust.

6. Maintenance Officer (Level 2),

Job Purpose

Under the supervision of the Office Services Supervisor, the Handyman ensures the maintenance and cleaning of the building and environs of NFA's compound, inclusive of the property boundaries.

Key Responsibilities

- Mows lawn and clears shrubs in the yard.
- Deposits garbage in the public collection trucks as required.
- Disposes of garden waste e.g. cuttings from hedges.
- Assists with the general maintenance and clearing of the building.
- Effects minor repairs on the building (carpentry, plumbing, electrical).
- Cuts weeds, waters lawn and trims hedges.
- Sweeps and rakes premises.
- Assists with cobwebbing of buildings and cleaning of windows as required.
- Waters and tends to all gardens on the premises.
- Assists in the removal of furniture and equipment as required.
- Maintains the outer areas of the property.
- Performs any other related duties assigned by the Supervisor.

Required Knowledge, Skills and Competencies

Core:

- Very good dexterity.
- Good customer service skills.
- Good communication skills
- Good time management skills.
- Ability to work with minimum supervision.
- Ability to work independently
- Team work and cooperation

Technical:

- Basic understanding of the NFA's operations and guidelines
- Basic knowledge of gardening and chemical spraying
- Basic knowledge of landscaping

- Basic knowledge of carpentry, plumbing and electrical works

Minimum Required Qualification and Experience

- Basic Civil Service Entry Requirements
- One (1) year experience.

Applications accompanied by résumés should be submitted **no later than Friday 21st March, 2025 to:**

**Senior Director Corporate Services
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**