**CIRCULAR No. 163**                                        **9th May, 2025**
**OSC Ref. C.4858[50]**

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

1. **Business System Analyst (Level 7) - Information, Communication and Technology Unit, Corporate Services Division**, salary range $4,266,270 - $5,737,659 per annum.

2. **System Administrator (Level 6) - Information, Communication and Technology Unit**, salary range $3,501,526 - $4,709,163 per annum and any allowance(s) attached to the post.

3. **Commitment Control Officer (Level 6) - Finance and Accounts Unit**, salary range $3,501,526 - $4,709,163 per annum.

4. **Driver (Level 2) – Facilities, Property and Transport Branch,** salary range $1,409,455 - $1,935,906 per annum.


1.   **Business System Analyst (Level 7)**


**Job Purpose**

Under the direction of the Manager, Information, Communication Technology, the Business System Analyst is responsible for the analysis, evaluation, development, testing, implementation and maintenance of information systems and related software and databases that support them. In addition, the incumbent will oversee the analysis of user needs and recommend software.


**Key Responsibilities**

*Management /Administrative:*
- Supports the ICT Manager in the smooth and efficient operation of the Branch, through the management of daily operations of the Section;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Provides technical advice to the Chief Executive Officer, Principal Director of Corporate Services, other Directors and Managers and staff, on matters relating to ICT;
- Facilitates the development of a robust and resilient ICT infrastructure, through proper planning, forecasting and adherence to international standards in design and implementation;
- Plans the development of a Wide Area Cloud Network (WAN), linking the Authority with all its portfolio entities, and develops protocols governing the exchange of information and communication between them;
- Provides technical expertise to the Authority and related entities, to provide for adequate ICT services to these entities and to chart the course for the eventual integration of the networks;
- Manages the development of security strategies to protect the network and data.

*Technical/Professional:*
- Analyzes business systems to determine effectiveness;
- Designs and implements process improvement changes throughout the Authority;
- Collaborates with technology teams and business users to manage implementation, training options and support;
- Reviews existing systems, by applications demos and meeting IT personnel;
- Performs gap analysis and defines requirements to address the gaps;
- Develops system specifications and recommends application software development;
- Manages the implementation of system changes through automation, process change management solutions and training;
- Manages diagnostic investigations of programme errors and recommends methodologies for resolution;

- Prepares various documentation, including Project Reports, Process Flows and Presentations, Strategic and Technical Plans and other related information, on assigned application analysis;
- Negotiates with vendors regarding the procurement of software and other applications;
- Develops Requests for Proposals (RFP);
- Ensures compliance with contract specifications;
- Collaborates in the planning, designing, development and deployment of new applications and enhancements to existing applications;
- Participates in the formulation of the IT business strategy and planning, to ensure the Information Technology Applications have the appropriate resources to provide the highest level of customer service;
- Develops specifications for application software to be acquired;
- Evaluates proposals/applications, to determine the most suitable option;
- Makes recommendations to Information and Communication Technical Manager regarding the selection of software;
- Keeps abreast of current developments in application software;
- Develops conceptual and physical designs that reflect the requirements of the Authority;
- Co-ordinates the compilation of content for the Websites and Intranets;
- Ensures that Websites and Intranets are maintained and kept current;
- Conducts demonstrations of the products;
- Liaises with members of the End User Support and Infrastructure Services, concerning the implementation and on-going maintenance of the Websites and Intranets.

*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;
- Participates in the recruitment of staff for the Branch, and recommends promotion, termination and leave, in accordance with established Human Resource policies and procedures;
- Develops and implements, in collaboration with the Human Resources Branch, a Succession Planning Programme, to facilitate continuity and the availability of required skills and competencies, to meet the needs of the Authority;
- 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 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 and Organization's goals;
- Performs other related duties that may be assigned from time to time, by the ICT Manager.

## Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good interpersonal skills
- Customer and quality focus skills
- Good planning and organizing skills
- Good problem-solving and decision-making skills
- Ability to work in a team
- Sound integrity
- Financial and business acumen
- Knowledge of components and capabilities of business information systems design, analysis and implementation techniques
- Knowledge of IT architectural/infrastructural concepts
- Programme analysis, development and testing skills
- Knowledge of structured design and programming
- Knowledge of Microsoft SQL Server 2000/2003 Database
- Knowledge of Programming with Microsoft Visual Basic.NET
- Knowledge of integration of multi-vendor application software
- Able to use initiative
- Adaptability
- Analytical thinking skills

## Minimum Required Qualification and Experience

- Bachelor's Degree in Management Information Systems or Computer Science;
- Training in Windows, Open Source and/or Enterprise Database Management Systems;
- Two (2) years' application development experience;

**OR**

- Associate Degree in Management Information Systems or Computer Science;
- Training in Windows, Open Source and/or Enterprise Database Management Systems;
- Four (4) years' application development experience.

## Special Conditions Associated with the Job

- Will be required to travel locally;
- Critical deadlines to be met.

## 2. System Administrator (Level 6)

## Job Purpose

Under the direct supervision of the IT Infrastructure Engineer, the incumbent will assist with the provision and maintenance of a secure, reliable and efficient computing and network environment, that permits users to perform their functions.

## Key Responsibilities

*Technical and Professional:*
- Assists in providing a secure, reliable and efficient computer environment, by:
  - ✓ Resolving complex, undefined server hardware, systems software or application malfunctions
  - ✓ Diagnosing, analyzing and resolving routine and other systems problems, as they occur
  - ✓ Installing systems, telecommunications-related and application software and patches on various server platforms
  - ✓ Responding to queries related to hardware and software security and implementing on-going security awareness programmes for users;
- Assists in optimizing system performance, by:
  - ✓ Monitoring computer systems and implementing parameter tuning, geared to improve system performance
  - ✓ Customizing modifiable systems files to improve performance as instructed
  - ✓ Providing restricted system information, as requested by authorized personnel
  - ✓ Diagnosing, analysing and resolving simple, routine systems management-related problems
  - ✓ Performing programming tasks, as required, in the development and maintenance of systems processes, procedures and tools
  - ✓ Performing routine systems housekeeping procedures
  - ✓ Analysing logs and providing data for review by Infrastructure Services Manager;
- Ensures the security and integrity of the networked computer system, by:
  - ✓ Maintaining user authorization files
  - ✓ Participating in risk analysis and periodic reviews
  - ✓ Assisting in devising measures for back-up, system redundancy, virus prevention, and disaster recovery, which will minimize exposure to potential threats and reduce recovery time after disasters
  - ✓ Monitoring system usage to ensure that access to the system and data is done in the prescribed manner, and any violation is detected and addressed;
- Assists in establishing secure connectivity with the Internet for related services, such as email, web browsing, VPN, FTP etc;
- Assists in maintaining Mail, Web and Intranet servers;
- Assists in the installation of servers, computers and peripherals within the Ministry, its Departments and off-site Divisions, by:
  - ✓ Inspecting sites to assess infrastructure needs
  - ✓ Preparing operational procedures for equipment use and maintenance of operating environment;
- Assists in monitoring the supply of electricity to computers and related equipment to always ensure the availability of clean and continuous power, except for scheduled maintenance;
- Keeps abreast of trends and developments in information technology, especially in networking and communication related devices, system software and diagnostic tools;
- Performs other related functions assigned from time to time.

## Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good interpersonal skills

- Customer and quality focus skills
- Sound integrity
- Able to use initiative
- Good planning and organizing skills
- Good problem-solving and decision-making skills
- Ability to work in a team
- Analytical thinking skills
- Adaptability
- Expert knowledge of LAN/WAN architecture
- Sound knowledge of network protocols/maintenance and diagnostic tools
- Sound knowledge of Office 365 Exchange and Azure directory
- Excellent knowledge of Network maintenance
- Knowledge of Structured Design and programming
- Knowledge of Microsoft SQL Server 2000/2003 Database
- Knowledge of Programming with Microsoft Visual Basic.NET
- Excellent knowledge of computer hardware and software troubleshooting, repair and maintenance
- Proficient in relevant Microsoft Software

## Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Science or related field from a recognized institution;
- Two (2) years hands-on experience in network and email administration.

## Special Condition Associated with the Job

- May be required to visit outstations, islandwide.

## 3.  Commitment Control Officer (Level 6)

## Job Purpose

Under the direct supervision of the Director, Management Accounts , the Commitment Control Officer is responsible for the maintenance of an effective cash management system and for controlling expenditure within the limits of the approved budget and warrant allocation, in respect of the Authority's Recurrent and Capital A and B Heads.

## Key Responsibilities

*Management/Administrative:*
- Manages the commitment planning process and the determination and classification of commitments, according to the following categories:-
    - ✓ Inescapable
    - ✓ Priority
    - ✓ Other;
- Assists the Directors of Management and Financial Accounts, in the planning and utilization of available cash, based on the level and categories of outstanding commitments;
- Advises the Director of Management Accounts, of slow moving activities and projects from which funds can be vired, to satisfy the need of activities/projects that are urgently in need of funds.

*Technical/Professional:*
- Receives Commitment Requisition from Programme Managers, and conducts classification exercise;
- Examines Commitment Requisitions submitted by Programme Managers, to see whether funds are available and to approve and block funds, where appropriate, for such commitment;
- Informs Programme Managers of the status of their Requisitions and the funds available under their respective programmes;
- Ensures the proper maintenance of the Commitment Control Register for the Authority's Recurrent, Capital A and B Heads, by ensuring that Warrant Allocations and Commitments are posted correctly and promptly;
- Submits weekly and monthly reports to the Director of Management Accounts, on the position of un-discharged commitments;
- Provides Monthly Status Report on Unit's activities.

*Human Resource:*
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- 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 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.

*Other:*
- Co-ordinates and compiles Procedural Manual insert for the Commitment Unit;
- Overseas the completion of Journal Vouchers to clear advances;
- Performs other related duties as directed by Director, Management Accounts.

## Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good interpersonal skills
- Customer and quality focus skills
- Sound integrity
- Able to use initiative
- Good planning and organizing skills
- Good problem-solving and decision-making skills
- Ability to work in a team
- Compliance
- Knowledge of Procurement Guidelines
- Excellent knowledge of the Financial, Administration and Audit (FAA) Act, as well as other financial regulations and guidelines
- Working knowledge of the Fisheries Act, Policies and Regulations
- Proficient in the use of the relevant accounting software

## Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or equivalent qualifications from a recognized institution;
- Successful completion of the required Government Accounting Certificate;
- Two (2) years' experience in a comparable working environment;

**OR**

- Associate Degree in Accounting or equivalent qualifications 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 Job

- Job will require spending long hours sitting and using office equipment and computers;
- Will be required to spend long hours in intense concentration, reviewing and entering Warrant information into a computer;
- May be required to work weekends and public holidays, when the need arises;
- May be required to travel to outstations, when the need arises.

## 4. Driver (Level 2)

## Job Purpose

Under the supervision of the Transport and Equipment Officer, the Driver undertakes general transportation assignments and conducts routine checks to ensure the efficient upkeep of the vehicle assigned. Responsibility is also exercised for the proper maintenance of the vehicle and for related reports and maintenance records.

## Key Responsibilities

- Conducts routine engine and mechanical checks of the assigned vehicle, to ensure all systems are functional;
- Transports vessels and conveyances, islandwide, within agreed timeframe;
- Notifies supervisor that vehicles need servicing;
- Prepares daily log of duties;
- Inspects Certificates of Fitness, Insurance and Registration for vehicle, to ensure validity;
- Delivers and collects equipment, supplies and documents;
- Ensures staff are transported safely, to and from various points islandwide;
- Prepares reports on mechanical problems;
- Prepares detailed reports on accidents or damage to vehicle;
- Maintains sufficient fuel in the vehicle;
- Submits completed Requisition Forms for fuel obtained for official travel;
- Performs other related duties that may be assigned from time to time.

## Required Knowledge, Skills and Competencies

- Fair oral and written communication skills
- Fair interpersonal skills
- Customer and quality focus skills
- Sound integrity
- Able to use initiative
- Knowledge of the operations of the Authority's transportation procedures
- Ability to write a basic incident/accident report
- Knowledge of defensive driving techniques
- Proficient in basic mechanics and service requirements of vehicles
- Knowledge of the Road Traffic Act

## Minimum Required Qualification and Experience

- Basic GOJ requirements for Entry to the Civil Service;
- Valid General Driver's Licence;
- Two (2) years' experience in a similar position;
- Understanding of basic mechanical operations, would be an asset;

**OR**

- School Leaving Certification from a secondary institution;
- Valid General Driver's Licence;
- Four (4) years' experience in a similar position;
- Understanding of basic mechanical operations, would be an asset.

## Special Conditions Associated with Job

- Extensive travelling throughout the island;
- May have to work for extended hours, for e.g., to transport persons to conferences in the rural areas;
- May be required to stay overnight at out-of-town locations, when the need arises.

Applications, accompanied by detailed résumés, including the names of two (2) referees, should be submitted **no later than Thursday, 22nd May, 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**