



Office of the Services Commissions

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CIRCULAR No. 366 **OSC Ref. C.4858⁵⁴**

11th December, 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/be assigned to the following posts in the **National Fisheries Authority (NFA)**:

1. **Manager, Outstations and Special Projects (Level 7) - (Vacant)**, salary range \$4,266,270 - \$5,737,659, per annum.
2. **Management Accountant (Recurrent) (Level 7) - (Vacant)**, salary range \$4,266,270 - \$5,737,659 per annum.
3. **Senior Accounts Payable Officer (Level 6) - (Not Vacant)** salary range \$3,501,526 - \$4,709,163 per annum.
4. **Administrative Support Officer (Level 5) - (Vacant)**, salary range \$2,803,771 - \$3,770,760 per annum.

1. **Manager, Outstations and Special Projects (Level 7)**

Job Purpose

Under the direction of the Senior Director, Finance and Accounts Division, the Manager, Outstations and Special Projects, is responsible for planning, organizing and monitoring the accounting and budgetary activities of special projects. Accordingly, the incumbent undertakes feasibility analyses, monitors project expenses, deliverables and timelines, maintains project accounting records/databases and ensures that project guidelines are complied with and in accordance with the provisions of the Financial, Administration and Audit (FAA) Act and the regulations of the multilateral and bilateral.

The incumbent also accounts for all funds received at Sub-Offices on behalf of the National Fisheries Authority. He/she liaises directly with the Records Officer/Cashier at Sub-Stations regarding the collection of revenue from fuel sales and the issuing of licenses and permits to fishers and vessel owners.

Key Responsibilities

Management/Administrative:

- Develops and implements the Operational Work Plans and Budget;
- Interprets Budget policies and establishes procedures and practices for their implementation;
- Ensures that staff members and programme managers are aware of the various guidelines and adhere to the FAA Act;
- Provides expert advice and specialist assistance on accounting and financial matters;
- Supervises, mentors, guides and appraises accounting staff;
- Participates in the Division's strategic planning process – plans, prepares, administers and monitors the annual Budget; offers advice of a financial nature to the Director, and ensures the work of the Division is carried out according to plan;
- Liaises through the Senior Director, Finance and Accounts with personnel of the various projects, contractors, project sponsors, Outstations' Records Officers and Project Team Members concerning computation, authorization and payment of goods and services;
- Determines objectives and goals for Project Account and ensures the achievement of targets;
- Keeps abreast of trends and developments in accounting and financial practices and recommends the application of new methodologies, where appropriate;
- Represents the Authority at project team meetings, conferences, seminars and other project related fora;
- Prepares and makes presentations on accounting, financial and related issues.

Technical/Professional:

- Monitors and evaluates the technical integrity of the Project's accounting services supervised and makes recommendations for improvement;
- Controls the allocation of funds provided for expenditure on projects and programmes managed;
- Prepares reports and budget briefs for Senior Director;
- Ensures that project budgets and cash flows are prepared in accordance with GOJ's guidelines and in accordance with the Authority's objectives and strategies;
- Closely analyses project budget requests to determine that they reflect the level of allocations and guidelines established by the GOJ and the Authority and are supported by realistic implementation Work Plans;
- Provides guidance to the staff in the preparation of the narratives in supporting the project budget allocations and to reflect the specific purposes and performance indicators;
- Analyses financial statements and makes reports on adherence to regulations and standards and takes corrective action, as necessary;
- Implements and maintains effective systems and procedures and develops internal systems of control to ensure the reliability of standards of accounting, reporting on funds and making recommendations for improvement;
- Submits the Consolidated Project Budget and related documents to the Senior Director ensuring that they are in conformity with the prescribed guidelines and that there is adequate time for them to be reviewed and approved for submission to the Ministry of Agriculture, Fisheries and Mining within the stipulated deadline;
- Directs and coordinates the preparation of the Carry-On Provision and Annual Cash Flow Forecasts for presentation to the Ministry of Agriculture, Fisheries and Mining in the prescribed format;
- Maintains control over the level of project expenditure, ensuring that expenditures are kept within budgetary limits and that they adhere to high standards of performance, value for money and project timelines;
- Closes out project accounts upon project completion;
- Exercises responsibility for implementing and operating an effective cash management system in respect of project funds;
- Reviews on an ongoing basis, all project bank accounts to ensure that there are no large idle cash balances;
- Monitors the implementation of project Budgets;
- Reviews project bank reconciliation Statements;
- Reviews component ledgers, analyses ledgers and advance ledgers;
- Prepares Bank Reconciliation statements;
- Prepares Monthly and Quarterly Financial Reports for the Projects;
- Monitors projects' cash books for adequacy, accuracy and compliance;
- Reviews contracts and subcontracts to ensure terms and conditions are consistent with requirements of project sponsors and GOJ;
- Ensures that submitted invoices are accurate and settled promptly;
- Reviews and approves all invoices submitted for payments;
- Liaises with Project Managers and Project Sponsors on issues relating to project costing, project accounting etc.;
- Maintains project-related records, including contracts and changed orders;
- Maintains and manages all Project and Outstations accounting databases in the accounting information system to ensure timely updates, security and control;
- Enforces the timely submission of necessary information from Project Managers and Outstations Records Officers;
- Highlights project areas with opportunities for improvement and assists in the implementation of corrective action;
- Compiles information for Internal and External Auditors, as required;
- Prepares financial governance document for distribution to project teams;
- Prepares/obtains feasibility analysis for all projects before submission for approval by the Project Manager;
- Prepares/obtains budgets and detailed schedules for all projects and Outstations;
- Monitors project expenses, deliverables and timelines, compares with budget/schedule, investigate and produce variance report;
- Ensures that project guidelines are complied with;
- Monitors, tracks and records all expenses relating to each project and Outstations.

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;

- Participates in the recruitment of staff for the Project and recommends transfer, promotions, termination and leave in accordance with the established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff 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;
- Supervises direct reports;
- Ensures that staff members are aware of and adhere to the policies, procedures and regulations of the Authority;
- Ensures that members of staff supervised are courteous and efficient to internal and external clients;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills
- Excellent leadership skills
- Customer and quality focus
- Excellent problem solving and decision-making skills
- Teamwork and cooperation
- Initiative
- Integrity
- Analytical thinking skills
- Compliance
- Excellent interpersonal skills
- Excellent planning and organizing skills

Technical:

- Knowledge of the operations of the Government and the NFA and its projects, programmes, organizational policies and procedures, (Local and International, Fisheries Act, Staff Orders)
- Knowledge of Government Accounting Financial Regulations and FAA Act
- Knowledge of General Accounting principles and practices
- Sound knowledge of Management Accounts
- Use of technology: Proficiency in the use of relevant computer applications (Microsoft Office Suite, GFMS)

Minimum Qualifications and Experience

- BSc. Degree in Accounting/Management Studies with Accounting from a recognized Institution;
 - Two (2) years related accounting experience;
- OR**
- ACCA Level 2 or 3 Post-Graduate Degree in Accounting/Financial Accounting;
 - Four (4) years related accounting experience.

Special Conditions Associated with the Job

- Ability to cope well under pressured working conditions and to meet deadlines;
- May be required to travel islandwide;
- May be required to work on weekends and Public Holidays;
- Exposure to adverse conditions on construction site/marine vessel/water.

2. 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

- 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 compare 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 advise 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 duties assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills
- Customer and quality focus
- Excellent problem solving and decision-making skills
- Teamwork and cooperation
- Ability to work on own initiative
- Sound integrity
- Analytical thinking skills
- Compliance
- Excellent interpersonal skills
- Excellent planning and organizing skills

Technical:

- Knowledge of Government Accounting Financial Regulations and FAA Act
- Knowledge of Authority's Policies and Procedures (local and international), Fisheries Act etc.
- Knowledge of General Accounting principles and practices

- Sound knowledge of Management Accounts
- Proficiency in the use of relevant computer applications (Microsoft Office Suite, GFMS)

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;
 - 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;
 - Four (4) years related accounting experience.

Special Conditions Associated with the Job

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

3. Senior Accounts Payable Officer (Level 6)

Job Purpose

Under the direction of the Director, Accounts Payables and Receivables, the Senior Accounts Payable Officer 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 FAA Act.

The incumbent is also responsible for the supervision of the Accounts Payable Unit, ensuring that the Unit's objectives are achieved and ensures that funds are committed for all payments.

Key Responsibilities

Management/Administrative:

- Facilitates the training and guidance in the correct procedures for thoroughly checking of utility bills, invoices, claims and vouchers;
- 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;
- Convenes Unit meetings;
- Analyses payment request in the context of its authenticity, cash flow and budgetary provision and where satisfactory, submits same to Director, Payroll and Payables for detailed checking;
- Assists in ensuring that members of staff in the Unit are aware of and adhere to the Accounting and Financial Procedures of GOJ;
- Ensures there is a smooth flow of payment vouchers and that there are no unnecessary delays in the processing of payments.

Technical/Professional:

- Maintains records of all payments, as well as routine or ongoing contracts;
- Examines all incoming correspondence, claims and vouchers submitted to the Branch and assigned to the Payables Officer for detail checking, along with any relevant information for guidance;
- Monitors the Accounts Payables Officer, ensuring that invoices, claims and vouchers are assigned for checking and are processed within a reasonable time;
- 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;
- Flags and clarifies any unusual or questionable invoice items or prices;
- Prepares monthly outstanding payables list;
- Collaborates with the Director, 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;
- Researches and resolves invoice discrepancies and issues;
- Corresponds with suppliers and responds to their inquiries;
- Reconciles accounts payable transactions and prepares analysis of accounts;
- 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;
- Monitors the work rate and workload of officers in the Unit. ensuring that there is an even flow and the absence of bottle necks in the processing of payments;
- Assists and guides officers in the Unit on technical issues or in resolving problems encountered;
- Certifies all vouchers and transaction relating to the payables and collection functions.

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;
- 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.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Good problem solving and decision-making skills
- Teamwork and cooperation
- Ability to work on own initiative
- Sound integrity
- Good analytical thinking skills
- Compliance
- Good interpersonal skills

Technical:

- Knowledge of the operations of the Government and the NFA and its projects, programmes, organizational policies and procedures (Local and International, Fisheries Act, Staff Orders)
- Knowledge of Government Accounting Financial Regulations and FAA Act
- Knowledge of Budget Management
- Sound knowledge of Financial Accounting (Cash and Accrual)
- Use of Technology: Proficiency in the use of relevant computer applications and financial systems (Microsoft Office Suite, GFMS)

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University;
 - Two (2) years working experience in a comparable environment;
- OR**
- ACCA Level 2;
 - Three (3) years working experience in a comparable environment .

Special Conditions Associated with the Job

- Regularly spend long hours sitting and using office equipment and computers, in intense concentration, reviewing and entering financial information;
- May be required to work weekends and Public Holidays;
- May be required to travel to Outstations.

4. Administrative Support Officer (Level 5)

Job Purpose

The Administrative Support Officer is responsible for the provision of direct and confidential support to the Director, Human Resource Management and Development, ensuring effective and efficient workflow with internal and external customers.

The Administrative Support Officer is required to independently manage, organize, monitor, conducts 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 Director, Human Resource Management and Development, regarding related services and activities of the Unit;
- Collates information for the Director, HRM&D 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 Director, HRM&D, in solving problems and bringing about a resolution of technical issues by conducting research and compiling and providing information/files, as required;
- Updates and monitors the Myhr+ System;
- Provides support to the Director, HRM&D, for meetings by preparing Agendas and material, circulating previous Minutes, arranging venues and refreshments and contacting attendees;
- Researches and compiles information as required by the Director, HRM&D for various meetings;
- Prepares Shortlisting Tool and forwards to Managers/HRM&D representative, along with resumes; assists with the shortlisting of applicants;
- Prepares Interview Kits (including Scoresheets) for members of Interview Panel
- Liaises with candidates and informs them of date and time of interview, as well as providing them with relevant information to facilitate easier access to the interviewing process;
- Tallies results from interviews and submits final report to Director, Human Resource Management for review before submission to the Chief Executive Officer for final decision;
- Prepares letters to request Referee Reports and follows up with requests to ensure receipt of the reports;
- Prepares and dispatches letters to all unsuccessful candidates and "Offer Letters" to successful candidates;
- Updates Recruitment Database;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Follows up on requests made by the Director, HRM&D and prepares and provides regular updates on the status of initiatives;
- Records Minutes and reproduces same for circulation;
- Takes dictations, transcribes and prepares documents for signature;
- Assists with the preparation of a range of official and routine documents including ministry papers, submissions, notes, reports, and correspondence;
- Prepares draft letters, memoranda and reports from notes;
- Composes routine correspondence;
- Receives, opens, sorts and distributes incoming correspondence;
- Screens and refers calls to relevant officers;
- Maintains Diary and schedules appointments; manages the appointments calendar providing reminders when the dates are approaching;
- Files correspondence and other materials and maintains a record of the movement of files;
- Retrieves and sends e-mail via internet; faxes/makes photocopies of documents;

- Establishes and maintains an up-to-date filing system to ensure easy retrieval of documents and files and ensures the security of manual and computerized confidential files and records;
- Maintains stationery inventory and ensures that stationery is available to members of the Division;
- Monitors the Attendance Register and prepares monthly attendance reports for submission to the Director, HRM&D;
- Monitors attendance for officers in the Division;
- Assists in the Orientation Programme for staff;
- Keeps abreast of the progress of activities within the HR Branch, providing background information, as well as preparing the HR Director for participation in meetings.

Required Knowledge, Skills, and Competencies

Core

- Good oral and written communication skills
- Ability to working collaboratively
- Sound organizational and time management skills
- Confidentiality and Integrity
- Ability to effectively work in a team
- Ability to make effective decisions
- Sound multitasking skills
- Sound customer service and interpersonal skills
- Initiative, tact and diplomacy

Technical

- Knowledge of the policies, programmes and regulations of the NFA
- Sound knowledge of the Staff Orders and Public Service Regulations
- Sound knowledge of administrative and secretarial practices and procedures
- Excellent records and information management skills
- Ability to work under pressure and meet deadlines
- Proficiency in the use of relevant computer applications
- Ability to maintain calendars and schedule appointments

Minimum Qualifications 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.

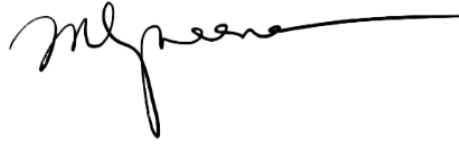
Applications accompanied by detailed résumés, including the names of two (2) referees, should be submitted **no later than Tuesday, 23rd December 2025, to:**

**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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

**Margaret Greene (Mrs.)
for Chief Personnel Officer (acting)**