



Office of the Services Commissions

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CIRCULAR No. 47 **OSC Ref. C.4858⁴³**

6th March, 2026

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. **Senior Internal Auditor (Level 8)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Manager, Outstations and Special Projects (Level 7)**, salary range \$4,266,270- \$5,737,659 per annum.
3. **Accounts Receivable Officer (Level 5)**, salary range \$2,803,771- \$3,770,760 per annum.

1. Senior Internal Auditor (Level 8)

Job Purpose

Under the general direction of the Chief Internal Auditor (CIA), the Senior Internal Auditor supports the CIA in establishing and implementing an internal audit programme and control systems designed to evaluate the adequacy, efficiency, and economy with which the Authority's financial and other operations are conducted. This involves ensuring compliance with established internal control procedures by examining records, reports, operating practices and documentation; verifying assets and liabilities in accordance with the Financial Administration and Audit (FAA) Act, and other regulations and directives issued by Ministry of Finance and the Public Service.

Key Responsibilities

Management/Administrative

- Assists in the development of the operational and annual Audit Work Plans;
- Represents the Unit at meetings and seminars as directed.

Technical/Professional:

- Assesses the adequacy, efficiency, effectiveness and compliance with relevant laws, regulations, and other stipulated guidelines in achieving desired objectives;
- In keeping with audit plan, verify the adequacy and accuracy of financial records, examines, and appraises systems and procedures, evaluate operational performance and department policies and from time to time perform special investigations and value for money audits;
- Recommends corrective action and suggests improvement;
- Verifies the adequacy and accuracy of financial records; examines and appraises financial and accounting practices, systems, and procedures;
- Keeps abreast of trends and developments in Internal Auditing Management and recommends adoption, where appropriate to improve the effectiveness of the Division;
- Execute and review audit-engagement fieldwork;
- Prepares, maintains, and reviews adequate working papers in accordance with established guidelines for timely submission;
- Consults with CIA on technical matters in principles of accounting practice and/or on any other areas that need clarification;
- Conducts special investigations/assignments, as directed by the Chief Internal Auditor;
- Attend and minute entrance and exit meetings;
- Ensures the security of audit files;
- Establishes and maintains good working relationships with external auditors and other stakeholders.

Human Resource

- Manages the Unit in the absence of the Chief Internal Auditor;
- Provide leadership and guidance to team members through effective planning, delegation, communication, training, mentoring and coaching;
- Attend training sessions as mandated by the Department/Unit;

- Ensure self-awareness and adherence to standards, policies, procedures, and regulations of the Department/Unit;
- Performs other related duties which may be assigned by the CIA from time to time.

Required Knowledge, Skills, and Competencies

Core

- Oral communication
- Written communication
- Problem solving & decision making
- Interpersonal skills
- Teamwork & cooperation
- Customer & quality focus
- Analytical thinking
- Planning & organizing
- Initiative
- Integrity
- Compliance
- Goal/result oriented
- Leadership

Technical

- Excellent knowledge of Government administration systems, laws and policies and other instructions governing both the financial and operational aspects of the Ministry and the Authority's mandate such as the Staff orders, Public Service Regulations, Procurement Guidelines, FAA Act, Fisheries Act,
- Excellent knowledge of accounting standards, principles and practices, relating to budgeting and pay role
- Knowledge of auditing standards, principles and practices such as sampling techniques, VFM/Operational Auditing, Risk Assessments
- Audit Report writing techniques
- Knowledge of Government procurement practices
- Use of technology: Proficiency in relevant Microsoft Office Suite. (Word, Excel etc.)

Minimum Qualifications and Experience

- BSc Degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized Tertiary Institution
 - Completion of relevant Government Accounting/Auditing Courses and professional audit training
 - At least four (4) years' related experience in accounting/auditing.
- OR**
- Association of Certified Chartered Accountant Level 3 (ACCA 111) or any equivalent recognized professional qualification in accounting or management
 - Completion of relevant Government Accounting/Auditing Courses and professional audit training
 - At least four (4) years related accounting/audit experience.

Special Conditions Associated with the Job

- Normal office environment
- May be required on occasions to work on weekends and holidays.
- May be required to travel
- Exposure to confidential and sensitive information.
- Encounter potentially dangerous situations when conducting physical checks at outstations etc.
- Possible exposure to adverse environments when conducting investigations in the field such as inhalation of gas fumes etc.

2. 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 to plan, organize, and monitor 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 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 Budgets and Work Plans;
- 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 – plan, prepares, administer and monitor the annual budget; offering advice of a financial nature to the Director and ensuring 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 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 Resources

- 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:

- Oral Communication
- Written Communication
- Leadership
- Customer and Quality Focus
- Problem Solving and Decision Making
- Teamwork and Cooperation
- Initiative
- Integrity
- Analytical Thinking
- Compliance
- Interpersonal Skills
- Planning & organizing

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, Financial Administration and Audit Act/FAA
- Knowledge of General Accounting principles and practices
- Sound knowledge of Management Accounts
- Use of technology: Proficiency in the use of relevant computer applications (Micro soft Office Suite, GFMS)

Minimum Required Qualification 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
 - At least 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 Island wide
- May be required to work on weekends and public holidays
- Exposure to adverse conditions on construction site/marine vessel/water

3. Accounts Receivable Officer (Level 5)**Job Purpose**

The Accounts Receivables Officer (Level 5) is responsible for accurate and timely processing of the Authority's revenue collections. The incumbent is responsible for ensure that the revenues are receipted are complied with in accordance with the Financial Regulations.

Key Responsibilities***Technical/Professional***

- Ensures maintenance of appropriate accounts for receivables from customers
- Ensures the preparation of periodic receivable reports;
- Performs day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data;
- Verifies and validates accounting reports and statements;
- Ensures and maintains internal systems of control in the administration of the Authority's receivables;
- Ensures secure maintenance of accounting receivables records and files;
- Liaises with the Sub-Offices in the reconciliation of fees collected;
- Ensures incoming payments and accounts are processed in compliance with financial policies and procedures within the agreed timeframe;
- Processes incoming mail concerning billing and invoicing and communicates with clients about billing issues and questions;
- Prepares accurate financial statements detailing accounts receivable status;
- Collates collections information and provides data for clients, the budget and decision-making processes;
- Analyses trends in respect of revenue to ensure that remittances are in keeping with targets and checks explanations for variances;
- Sub-Offices visited to verify lodgments made against collections in keeping with the schedule established;
- Assists in the processing of monthly traveling and subsistence claims;
- Assists in the preparation of travelling information for the Authority's Annual Estimates of Expenditure;
- Assists in the preparation of audit schedules for External Auditors;
- Participates in investigating discrepancies and in resolving clients' billing issues;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core

- Oral Communication
- Written Communication
- Customer and Quality Focus
- Problem Solving and Decision Making
- Teamwork and Cooperation
- Initiative
- Integrity
- Analytical Thinking
- Compliance
- Interpersonal Skills
- Planning & organizing

Technical

- Knowledge of Government Accounting Financial Regulations, Financial Administration and Audit Act/FAA
- Knowledge of Authority's Policies and Procedures (local and international), Fisheries Act etc.,
- Knowledge of Financial Management Systems
- Use of Technology: Proficiency in the use of relevant computer applications and financial systems (Microsoft Office Suite, GFMS)

Minimum Required Qualification and Experience

- Associate Degree in Accounting or equivalent qualifications
 - Successful completion of the required Government Accounting Certificate
 - Two (2) years experience in a comparable working environment
- OR**
- Diploma in Accounting/ Certificate (Upper Secondary) with courses in Accounting
 - Successful completion of the required Government accounting Certificate
 - Four (4) years experience in a comparable working environment

Special Condition Associated with the Job

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

Applications accompanied by detailed résumés, including the names of two (2) referees, should be submitted **no later than Thursday, 19th March 2026 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.



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