



## 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](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 67** **OSC Ref. C.4858<sup>54</sup>**

**8<sup>th</sup> April, 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 (NFA)**:

1. **Registrar (Level 7)**, salary starting at \$4,266,270 per annum.
2. **Paralegal Officer (Level 5)**, salary starting at \$2,803,771 per annum.
3. **Administrative Support Officer (Level 5) (Office of the CEO)**, salary starting at \$2,803,771 per annum.
4. **Maintenance Officer (Level 2)**, salary starting at \$1,439,455 per annum.

#### **1. Registrar (Level 7)**

##### **Job Purpose**

Under the general supervision of the Director Administrative and Office Services, the incumbent is responsible for the effective management of information received and produced by the Authority and to develop and maintain appropriate systems in support of records movement, maintenance and disposition.

There is the requirement to develop and manage the Information and Records Management programme in keeping with best practices and international standards. The incumbent ensures that the records and information management systems facilitate transparent, timely and accessible information and that all stakeholders' needs are met in accordance with relevant acts.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Assists in the preparation of Unit's and Individual Work Plan;
- Assists with overseeing the operations of the Unit in the absence of the Manager, Administrative Services;
- Manages the daily operations of the Records and Information Management Section to consistently provide a high level of service to clients;
- Prepares and submits activity/performance and other reports, as required;
- Represents the Department at meetings/conferences and other fora, as directed;
- Keeps abreast of trends and changes in records and information management and makes recommendations for their adoption, where necessary, to enhance the Department's service delivery;
- Attends and participates in the Government Records and Information Management (G-RIM) meetings hosted by the Government Records Centre;
- Writes monthly and quarterly reports on activities of the Records and Information Management Branch;
- Recommends and on approval, implements changes to systems and procedures;
- Participates in the evaluation of equipment and supplies;
- Monitors compliance with records management policies and standards;
- Coordinates and conducts training and awareness sessions on Records Management throughout the Organization.

**Technical/Professional:**

- Leads in the research for information, as requested for the provision of access;
- Liaises with staff internally and externally to gather suggestions for improvements and to detect records management problems;
- Develops, implements and administers specific plans to achieve compliance with the Department's Records Management Policy and Standards;
- Develops and delivers Records Management Training and Awareness Programme;
- Designs and manages a Vital Records Management Programme;
- Prepares and Delivers Quarterly and Annual Reports to the Records Management Committee to include operational statistics, current levels of compliance, issues and risks and proposals to manage risks identified;
- In collaboration with the Administrative and Office Services Manager and the Director of Corporate Services, develops and maintains policies, plans, standards and procedures to control each type of record, document and data item in conformance with established records management standards;
- Ensures the establishment and maintenance of a current Retention and Disposition schedule for the Authority's records and information;
- Evaluates findings and recommends changes and modifications in procedures, utilizing knowledge of functions of operating units, referencing systems and filing methods;
- Analyses records to determine their administrative usage, fiscal or historical value and develops and implements appropriate file/information management procedures;
- Reconciles and deletes indexing errors and anomalies, advises end users and records staff on procedures and content problems and ensures security and preservation of records in storage;
- Co-ordinates special projects relating to records management and archiving activities;
- Co-ordinates the transfer of records to the Government Record Centre;
- Implements policies for the Authority's electronic records;
- Co-Ordinates the development of in-house databases to establish the Authority's electronic records management system;
- Ensures that documents are classified in keeping with established classification standards;
- Represents the Authority at seminars and meetings in respect of ATI administration, library, records and information;
- Facilitates and promotes programmes to foster awareness within the Organization on the provisions of the Access to Information Act/Legislation;
- Protects the security of all NFA's records to ensure that confidentiality is maintained at all times;
- Leads the deliberations of the organization's Records Management Committee Meetings;
- Manages the Authority's Access to Information functions to facilitate the provision of requested information in accordance with the Access to Information (ATI) Act;
- Maintains knowledge of laws affecting Government of Jamaica's Records and Information Management Programme;
- Collaborates with the Information Technology Section in providing content for maintaining the Authority's Web-Site and cross-referencing of database for all other Agencies;
- Identifies and implements changes to processes, operations, services and techniques in accordance with the various Acts, Standards, Policies and best practices that govern the management of records and information;
- Implements and enforces records and information management policies and procedures in the Authority in collaboration with Senior Management and the Records Management Committee;
- Participates in the development and implementation of the Authority's Disaster Preparedness and Recovery Plan relating to vital records;
- Protects the security of all NFA's records to ensure that confidentiality is maintained at all times;
- Acknowledges applications for ATI documents;
- Maintains records of ATI meetings;
- Implements a process for receiving, documenting, tracking, investigating and taking action on complaints concerning the Authority's policies and procedures in relation to the Access to Information;
- Facilitates the examination, viewing and access of official records by the public;
- Responds to members of the public diplomatically in explaining the basis for exemptions both general and specific under the Act;
- Facilitates the provision of resources (equipment, technology, accommodation, staff) to support the Records Management functions.

**Human Resource:**

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates corrective actions, where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established human resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports;
- Participates in the coaching and training of officers on registration procedures, records management and other subjects;
- Provides leadership and guidance to direct reports;
- Monitors the performance of staff and completes Performance Appraisal Reports;
- Performs other related duties that may be assigned from time to time.

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

- Communicating effectively
- Working collaboratively
- Developing capability
- Seeing the big picture
- Driving continuous change and improvements
- Making effective decisions
- Ensuring value for tax payer's money
- Demonstrating commercial and business mindset
- Providing quality service

**Technical:**

- Records maintenance & use
- Mail correspondence management
- Organisation & retrieval
- Reference & research services
- Retention & disposition
- Records appraisal
- Preservation
- Knowledge of the NFA's policies, programmes and guidelines, the Staff Orders and the Public Service Regulations

**Minimum Qualifications and Experience**

- Bachelor's Degree in Management Studies, Public Administration, Business Administration, Library/Archival Studies, Management Information Systems or related field from a recognized tertiary institution; plus
- A minimum of three (3) years working experience in records and information management in an organization of similar size and complexity, or  
**OR**
- Associate Degree in Library/Archival Studies/Records Management or equivalent from a recognized University.
- Five (5) years related experience in a comparable working environment.

**Special Conditions Associated with the Job**

- Possible exposure to dusty environment.
- Working under pressure to obtain information for clients under the ATI Act.
- May be required to work beyond regular working hours
- Spend long hours sitting and using office equipment, computers and attending sessions.

## **2. Paralegal Officer (Level 5)**

### **Job Purpose**

Under the general supervision of the Principal Director, Legal and Regulatory Affairs (Level 11), the Paralegal Officer (Level 5), is responsible for providing general administrative and secretarial support to the Legal Services Unit and for the planning and coordination of internal and other meetings, conferences, workshops and seminars, relating to the range of functions under the Senior Legal Officer's purview.

The incumbent is required to prepare relevant documents and correspondence and to ensure the efficient flow of information between the Legal Services and internal as well as external clients and stakeholders.

### **Key Responsibilities**

- Provides administrative support to the Senior Legal Officer and assists with attendant services and activities;
- Provides secretarial and administrative support to internal and external meetings which includes drafting agenda, recording and transcribing minutes and circulating documents for meetings, seminars and conferences;
- Organizes the compilation of monthly, quarterly and other reports for the Legal Services Division for submission to the CEO;
- Receives, screens and if necessary, re-directs telephone callers and visitors and logs all calls and messages;
- Receives incoming correspondence and documents and dispatches them to relevant officers;
- Maintains a record of all incoming and outgoing files and correspondence;
- Assists with or undertakes the planning and organizing of hearings, meetings, seminars, training sessions, workshops and other events as required, inclusive of preparing agenda and material, circulating previous minutes, arranging venues and refreshments and contacting attendees;
- Takes, prepares and distributes minutes of meetings;
- Examines and receives documents submitted to the office;
- Gathers research data as required for the preparation of legal documents;
- Liaises with the Attorney General's Chambers and various Departments and agencies regarding matters submitted;
- Receives and responds to telephone and email messages;
- Assists with documentation required to meet Legal requirements;
- Assists with the preparation of legal documents eg briefs, appeals, submissions, contracts inter alia;
- Assists with the process of authenticating documents, affixing seal and stamping documents;
- Types and organizes reports, correspondence and other documents;
- Arranges and monitors the logistics for internal and external meetings;
- Maintains an up to date database of confidential and classified data and records;
- Types and dispatches responses to requests for information;
- Types and organize responses to requests for information in keeping with the Access to Information Act;
- Reviews operational practices and recommends improvements;
- Prepares statistical data, charts, graphs etc, for inclusion in reports;
- Monitors and reports on the progress of tasks delegated;
- Maintains an effective filing system to ensure easy access and retrieval of data and documents, files and ensures the security of manual and computerized confidential data and records;
- Schedules and records appointments and manages the appointment calendar for the Senior Legal Officer and Legal Officer, providing reminders when the dates are approaching;
- Conducts research, prepares and/or edits reports or other documents as directed;
- Maintains leave and attendance records of staff;
- Monitors requests and maintains stationery and other office supplies for the office;
- Photocopies and scans documents as required;
- Performs other related duties that may be assigned from time to time by the Senior Legal Officer.

## **Required Knowledge, Skills, and Competencies**

### **Core:**

- Oral communication
- Written communication
- Customer & quality focus
- Interpersonal skills
- Teamwork and cooperation
- Integrity
- Initiative
- Problem solving and decision making
- Managing external relationships
- Analytical thinking
- 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 Administrative and secretarial practices and procedures.
- Knowledge of Records & Data Management policies and procedures.
- Minutes and Report Writing skills.
- Use of Technology: Proficiency in the use of relevant computer applications

## **Minimum Required Qualification and Experience**

- Associate Degree in Public Administration or Business Administration or Management Studies or related field.
- Certification from an accredited School of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at the speed of 100-120 words per minute.
- Training in the use of a variety of software applications
- Three (3) years related experience in a comparable working environment
- Paralegal training is required .

**OR**

- Diploma in Public Administration or Business Administration or Management Studies or related field.
- Certification from an accredited School of Secretariat Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at 100-120 words per minute.
- Training in the use of a variety of software applications.
- Four (4) years' experience in a comparable working environment.
- Paralegal training is required.

**OR**

- Certified Administrative Professional Certificate or equivalent professional qualification.
- Four (4) years' experience in a comparable working environment
- Paralegal training is required

## **Special Conditions Associated with the Job**

- Typical office environment.
- May be required to work extended hours.

### **3. Administrative Support Officer (Level 5)**

#### **Job Purpose**

Under the direct supervision of the Chief Executive Officer (Level 12), the Administrative Support Officer (Level 5) is responsible for providing high level secretarial and administrative support which include: scheduling appointments, drafting correspondence, emailing, receiving and directing visitors, routing telephone calls and responding to questions and requests.

The Administrative Support Officer also prepares relevant documents and ensures the efficient flow of information between the Office of the CEO and internal as well as external clients and stakeholders.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Organizes and manages the CEO's schedules by monitoring and updating activities and appointments;
- Accompanies the CEO to meetings as required;
- Provides secretarial services to meetings; and ensures follow-through with post-meeting decisions and actions;
- Assists with the coordination of meetings by issuing invitations, drafting agenda, arranging refreshments and collating documents as required;
- Types from manuscript notes prepared by the CEO and composes and types routine correspondence as well;
- Prepares a range of routine documents, correspondence and reports;
- Receives incoming correspondence and documents and reroutes them to relevant officers;
- Maintains a record of all incoming and outgoing files and correspondence;
- Ensures maintenance of efficient manual and computerized systems of filing for the securing of official and confidential record;
- Maintains an efficient retrieval system for official and confidential documents;
- Receives screens and if necessary, re-directs telephone callers and visitors and logs all calls and messages;
- Requests and maintains stationery and other office supplies for the office;
- Photocopies and scans documents as required; receives and sends facsimile;
- Composes and types a variety of reports and documents as well as statistical data, charts and graphs for inclusion in reports;
- Participates in the planning and organizing of seminars and workshops;
- Coordinates responses to external requests for information.
- Accesses and forwards e-mails to relevant officers;
- Researches and compiles data, information and report as required;
- Liaises as necessary between the CEO, Board of Directors, Sector Interest, staff members and other external organizations;
- Organizes and manages the schedule of the CEO and updates activities and appointments as necessary;
- Records invitations sent to the CEO and provides timely reminders about meetings, functions, workshops, seminars and conferences;
- Maintains adequate supply of stationery and other office supplies for the Executive Office;
- Performs any other related duties which may be assigned by the CEO from time to time.

#### **Required Knowledge, Skills, and Competencies**

##### ***Core:***

- Oral communication
- Written communication
- Customer & quality focus
- Interpersonal skills
- Teamwork and cooperation
- Integrity
- Planning & organizing
- Managing external relationships
- Initiative
- Analytical thinking

**Technical:**

- Knowledge of the policies, programmes and regulations of the NFA
- Knowledge of Staff Orders & Public Service Regulations
- Knowledge of Administrative and secretarial practices and procedures.
- Understanding of GOJ's procurement policies and procedures
- Knowledge of Records Management policies and procedures.
- Minutes and Report writing skills.
- Proficiency in the use of relevant computer applications

**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**

- Normal Office Environment
- May be required to work outside of normal working hours
- May be required to travel as necessary.

**4. Maintenance Officer (Level 2)****Job Purpose**

Under the supervision of the Property Manager, the Maintenance Officer 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 and waters lawn and trims hedges;
- Sweeps and rakes premises;
- Assists with cob webbing 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**

- Oral Communication
- Written Communication
- Customer & Quality Focus
- Integrity
- Interpersonal Skills
- Teamwork and Cooperation
- Initiative

**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 Qualifications and Experience**

- School leaving certificate
- One (1) years' experience.

**Special Conditions Associated with the Job**

- Exposure to agricultural chemicals/fertilizers.
- Excessive exposure to the sun.

Applications accompanied by detailed résumés, including the names of two (2) referees, should be submitted **no later than Tuesday, 21<sup>st</sup> April 2026, to:**

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

Email: [fisherieshr@nfa.gov.jm](mailto: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.**



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