



Office of the Services Commissions

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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. **Fisheries Economist (Level 8)**, salary: \$5,198,035 per annum.
2. **Capture Fisheries Management Specialist (Level 8)**, salary: \$5,198,035 per annum.
3. **Business Systems Analyst (Level 7)**, salary: \$4,266,270 per annum.
4. **Senior Human Resource Officer (OD & PMAS) (Level 7)**, salary: \$4,266,270 per annum.
5. **Senior Aquaculture Extension Officer (Level 7)**, salary: \$4,266,270 per annum.
6. **Systems Administrator (Level 6)**, salary: \$3,501,526 per annum.
7. **Licensing and Registration Officer (Level 4)**, salary range \$2,190,302 per annum.
8. **Records Officer/Cashier (Montego Bay Sub-office) (Montego Bay Division) (Level 4)**, salary \$2,190,302 per annum.

1. **Fisheries Economist (Level 8)**

Job Purpose

Under the general direction of the Senior Director, Fisheries Statistics and Data Management, the Fisheries Economist (Level 8) designs, develops and appraises economic plans, programmes and projects for the Fisheries Sector, to ensure that they are technically and economically sound in order to create an enabling environment for the growth and development of the Sector. The incumbent facilitates consultation between the Authority and stakeholders prior to the implementation of these plans, programmes and projects.

The incumbent is required to formulate economic analyses, feasibility studies and other reports as required and to represent the Authority at meetings and seminars locally, regionally and internationally.

Key Responsibilities

Technical/Professional:

- Devises methods to obtain data, uses sampling techniques and creates and uses various econometric modeling techniques to develop forecasts;
- Analyses data to test the effectiveness of plans, projects, products or devices and advises of suitability;
- Explains research methodology and justifies conclusions;
- Writes technical reports on economic trends and forecasts;
- Formulates fisheries development plans, programmes and strategies for implementation in the fisheries sector;
- Prepares briefs, reports and studies relating to the Authority's programmes, plans and projects;
- Analyzes and classifies fisheries data from various Agencies such as STATIN, PSOJ, WTO with a view to obtaining necessary information to assist in planning and decision making;
- Prepares detailed project documents/proposals for international and local funding;

- Conducts rigorous economic, financial and sensitivity analyses such as IRR and NPV computations to ensure that viability is achievable and sustainable;
- Liaises with a range of fisheries stakeholders and ensures stakeholders' input in the development of plans, programmes and projects;
- Submits critical appraisals of projects, plans and programmes for review before implementation by carrying out careful analysis and consultations to ensure accuracy, consistency, relevance and suitability;
- Performs pre-feasibility studies using various economic models developed to guide the planning process in the fisheries sector;
- Conducts surveys on various fisheries enterprises to obtain relevant information and analyzes results for proper guidance in the planning process;
- Develops Opportunity Profiles for viable fisheries enterprises and promotes these profiles to interested stakeholders;
- Provides technical assistance to internal and external stakeholders on economic and financial methodologies and applications;
- Participates and makes recommendations on various technical committees, guiding the development of projects, plans and programmes;
- Liaises with local, regional and international Organisations/Agencies on fisheries economic matters, issues and data;
- Participates in the development and dissemination of economic advice and information to other Government Agencies and NGO's in respect of fisheries issues, as requested;
- Conducts fisheries training sessions and makes presentations at various meetings and seminars locally or overseas, as required;
- Keeps abreast of best practices and developments in the field of Economics, Finance and Business to guide the development of the Fisheries Sector;
- Represents the Senior Director at selected meetings and on various committees;
- Performs other functions as assigned by the Director from time to time.

Required Knowledge, Skills, and Competencies

Core

- Good oral and written communication skills
- Good problem solving and decision making skills
- Good planning and organizing skills
- Good customer & quality focus
- Teamwork & cooperation
- Integrity
- Takes initiative
- Good interpersonal skills
- Analytical thinking
- Strategic vision
- Goal/result oriented
- Managing partners
- Managing external relationships

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
- Economic Analysis and Modeling: Conducting rigorous economic, financial, and sensitivity analyses, devising methods to obtain data, using sampling techniques, and creating and using various econometric modeling techniques to develop forecasts.
- Research and Data Management: Analyzing and classifying fisheries data from various agencies such as STATIN, PSOJ, WTO. Conducting surveys on various fisheries enterprises and analyzing results.
- Project & Program Development: Formulating fisheries development plans, programs, and strategies
- Use of technology – Proficiency in relevant computer applications (Microsoft office suite, statistical software such as SPSS, and other software relevant to the functions of the Branch.

Minimum Qualifications and Experience

- Masters Degree in Social or Natural Sciences or related discipline with courses in Economics from a recognized institution.
 - Three (3) years related experience in a comparable working environment.
- OR**
- Bachelor's degree in Social or Natural Sciences or related discipline with courses in Economics.
 - Post graduate certification in Economics or related discipline.
 - Five (5) years related experience in a comparable working environment.

Special Conditions Associated with the Job

- May be required to work extended hours to meet programme deadlines.
- Adverse working conditions may be encountered while conducting surveys.
- Required to travel island wide, including travel to remote locations.
- Travels overseas for short periods
- Required to work for extensive periods in the field.
- Moderate exposure to harsh environmental conditions.

2. Capture Fisheries Management Specialist (Level 8)

Job Purpose

Under the direction of the Senior Director, Capture Fisheries Planning, Development & Management (Level 9), the Capture Fisheries Management Specialist (Level 8) has the responsibility to support the Senior Director in the development and implementation the Fisheries Management Plans to ensure proper conservation, protection and management of the natural (marine and riverine) fishable resources.

The incumbent also participates in the planning, organization, development and administration of systems, procedures and programmes for the development and management of capture fisheries in Jamaica. Accordingly, the incumbent provides technical advice, briefings and support to the Senior Director of the Capture Fisheries Planning, Development & Management Unit and other senior officials.

Key Responsibilities

Technical/Professional:

- Assists in developing the Capture Fisheries component of the Authority's Strategic Plan;
- Participates in the preparation of Operational Plans and Budgets for the Capture Fisheries Planning, Development & Management Unit;
- Provides technical information and advice on the Fisheries Development Plan and related matters to the Senior Director, Capture Fisheries, Planning, Development & Management Unit, other Government Agencies, NGO's, the Fishing Industry, potential investors and the general public;
- Represents the Capture Fisheries Planning, Development & Management Unit at conferences, seminars and workshops on capture fisheries and related matters;
- Prepares and presents relevant papers at these conferences/seminars/workshops;
- Evaluates the capacity of the Section and the Branch to effectively manage the national fisheries resources and makes recommendations, as necessary;
- Ensures timely submission of all reports, documents/information requested from Senior Director, Capture Fisheries Planning, Development & Management Unit;
- Participates in the development and implementation of the Fisheries Development Plan;
- Monitors the implementation of the plan; identifies deficiencies in terms of strategy and makes recommendation for corrective action;
- Conducts stakeholder analysis of the fisheries; determines the roles and responsibilities of different stakeholders in the management process, including any co-management arrangements;
- Evaluates the effectiveness of the management measures utilized to achieve the objectives of protecting the resources from over exploitation;
- Develops and implements specific fishery conservation strategies, including the management of the fish sanctuaries programme;
- Develops, manages and monitors User Rights and Quota based fishery management systems;
- Ensures timely and accurate dissemination of information;

- Liaises with the local and regional, governmental and non-governmental organizations concerned with the conservation and sustainable utilization of marine species;
- Participates in workshops and seminars to share technical knowledge relating to fisheries management;
- Ensures the adaptation of local and international seafood standards through the organization of workshops, seminars and training courses;
- Recommends the revision of policy guidelines in order to meet the global changes in the Fishing Industry;
- Evaluates and reviews the management plan as needed or based on the agreed timetable for monitoring the state of fisheries whilst providing for ongoing consultation with the fisheries stakeholders;
- Performs other related duties as assigned by the Senior Director, Capture Fisheries Planning, Development & Management Branch.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem solving and decision making skills
- Good planning and organizing skills
- Good customer & quality focus
- Teamwork & cooperation
- Integrity
- Takes initiative
- Good interpersonal skills
- Analytical thinking
- Strategic vision
- Goal/result oriented
- Managing partners
- Managing external relationships

Technical:

- Knowledge of the operations of the Government, the NFA and its projects, programmes, organizational policies and procedures, (Fisheries Local and International Polices, Fisheries act, GOJ Staff Orders,)
- Sustainable Resource Governance & Conservation Strategy: Advanced proficiency in applying integrated resource management frameworks and conservation strategies. Ability to design and oversee development initiatives that balance economic growth with ecological preservation, ensuring the long-term viability of Jamaica's marine ecosystems.
- Regulatory Frameworks & Sectoral Protocols: Deep understanding of national and international fisheries management protocols, including the Fisheries Act and standard operating procedures. The candidate must be capable of orchestrating complex management systems to ensure all capture fisheries' activities remain compliant with institutional and legal mandates.
- Project Management & Development Skills
- Ability to lead the end-to-end design, implementation, and evaluation of large-scale fisheries development projects. Expertise in project governance, risk mitigation, and ensure all initiatives deliver measurable impact against national food security and sector-wide objectives.
- Analytics, Research, & Evidence-Based Planning; Proficiency in directing scientific research methodologies and utilizing investigative techniques to inform planning. Ability to integrate biological data, stock assessments, and socio-economic trends into robust, evidence-based development plans and management interventions.
- Use of technology – Proficiency in relevant computer applications (Microsoft office suite, word, excel, etc.

Minimum Required Qualification and Experience

- Masters Degree in Natural Science or related discipline
 - Three (3) years experience in a comparable working environment
- OR**
- First Degree in Natural Science or related discipline
 - Post graduate certification in Fisheries Management or related discipline
 - Three (3) years experience in a comparable working environment

Special Conditions Associated with the Job

- Exposure to challenges and crises which require response at short notice.
- Required to travel island wide including travel to remote locations.
- Travels overseas for short periods.
- May be required to work for extensive periods in the field.
- Moderate exposure to harsh environmental conditions.
- Exposure to working in volatile communities.

3. Business Systems Analyst (Level 7)

Job Purpose

Under the direction of the Director, Information, Communication Technology (Level 8), the Business System Analyst (Level 7) is responsible for the analysis, evaluation, development, testing, implementation and maintenance of information systems and related software and databases that supports them. In addition, the incumbent will oversee the analysis of user needs and recommends software.

Key Responsibilities

Management/Administrative:

- Supports the ICT Director in the smooth and efficient operation of the Branch through managing daily section operations;
- 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 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:

- Analyses 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 & Communication Technical Manager re selection of software;
- Keeps abreast of current developments in application software;

- Develops conceptual and physical designs that reflect the requirements of the Authority;
- Coordinates 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 appraisal 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, with the Human Resources Branch, and implements a succession planning programmed to facilitate continuity and the availability of required skills and competencies to meet the Authority's needs;
- 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 functions assigned from time to time by the ICT Manger.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem solving and decision making skills
- Good planning and organizing skills
- Good customer & quality focus
- Teamwork & cooperation
- Integrity
- Adaptability
- Analytical thinking

Technical

- Financial & Business Acumen.
- Knowledge of components and capabilities of business information system design, analysis and implementation techniques
- Knowledge of Architectural/infrastructural concepts
- Program 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.
- Use of Technology

Minimum Required Qualification and Experience

- A 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 Condition Associated with the Job

- Required to travel locally.
- Critical deadlines to be met.

4. Senior Human Resource Officer (OD & PMAS) (Level 7)

Job Purpose

Under the general direction of the Director, Human Resource Management and Development, the incumbent will contribute to the efficient operations of the Human Resource Management and Development Branch by supporting the implementation of the relevant plans, programme and initiatives.

The incumbent will also coordinate activities for the development, implementing and integration of strategies to improve performance at the organizational, divisional and individual levels across the Authority, leading to a more efficient workforce and more effective utilization of human resources; coordinating activities for the Performance Management Appraisal Process of the Authority to improve performance for the organizational, divisional and individual levels; Developing and ensuring the execution of a framework for modernization initiatives within the Authority.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Corporate Services Division's Corporate Business Plan, Human Resource Management and Development's (HRMD's) Operational Plan and Budget;
- Plans, directs and monitors the work of the Organizational Development and Performance Management (OD & PM) Section by developing its Unit Plan and Budget are prepared;
- Coordinates the preparation of the Corporate Services Division's Branch's/Unit's Operational Plan Quarterly Reports;
- Manages the daily operations of the OD & PM Section to consistently provide a high level of service to clients;
- Prepares and submits status and other reports, as requested;
- Represents the Authority at meetings/conferences and other fora, as requested;
- Coordinates meetings and sensitization sessions, as required.

Technical/Professional:

- Conducts (use of surveys, focus groups and other relevant methodologies) organizational needs assessments to determine organizational readiness;
- Recommends and works collaboratively with stakeholders to find creative solutions that drive staff attraction, engagement and retention;
- Recommends, coordinates and participates in creating leadership and staff development strategies and programs and a culture of continuous learning aligned with the Authority's strategic direction;
- Recommends solutions to problems identified including changes to the Authority's organization structure, systems, processes and office layout;
- Collaborates with key stakeholders to develop and maintain human resource systems (policies and standard operating procedures) and provides guidance to the Authority for this undertaking;
- Examines relevant statutes, regulations, reports and directives related to the Authority to determine its functional responsibility in keeping with legislative framework;
- Examines the delegation and exercise of authority, grouping of functions, inter relationship of organizational entities to determine any significant bearing on departmental activities;
- Conducts job analysis and develops and maintains Job Descriptions and Terms of References;
- Conducts desk audits to validate job responsibilities and duties;
- Prepares and maintains functional profile/charts for the Authority and Divisions;
- Manages the development and maintenance of Organizational Charts for the Authority, its Divisions, Branches and Units;
- Reviews the organization structure and makes recommendations to align it with the goals and strategic objectives of the Authority;
- Prepares proposals for organizational reviews in keeping with achieving the goals of the Authority and liaises with the Ministry of Finance and the Public Service (MOFPS) to consider proposals made;
- Assists with the implementation of recommendations from studies and consultancy outputs to ensure that value for money is achieved;
- Assists with designing and conducting Human Resource Management and Development (HRMD) audits and makes recommendations to improve programmes' and accountability systems' effectiveness;
- Assists with designing and implementing mechanisms for evaluating employees' satisfaction and recommends programmes to improve areas of dissatisfaction critical to the effective operation of the organization;
- Assists with career guidance and counselling;

- Provides advice to the Director, HRMD and other personnel on organizational development and performance management initiatives/matters;
- Manages performance management and appraisal for staff in the Authority;
- Coordinates the implementation and administration of the PMAS within the Authority;
- Coordinates and participates in the development as well as maintains the exquisite PMAS documents such as Change Management, Communication and Training Plans;
- Coordinates, conducts and participates in PMAS sensitization sessions;
- Coordinates and participates in the development and maintenance of the Authority's Competency Framework;
- Maintains job descriptions in keeping with the Authority's Competency Framework;
- Provides assistance to Managers and staff in preparing Unit and Individual Work Plans;
- Coordinates and participates in the development and maintenance of a Rewards and Recognition Policy for the Authority;
- Coordinates the establishment and chairs Rewards and Recognition Committee;
- Coordinates and participates in the development and maintenance of Standard Operating Procedures for the processing of appraisal forms;
- Ensures the development and maintenance of a PMAS Database;
- Prepares PMAS report for submission to the relevant stakeholders;
- Liaises with and provides assistance to Heads of Divisions regarding the Performance Management and Appraisal Process;
- Ensures the development of systems to maintain PMAS records.

Human Resource

- Participates in the development of Succession plans and strategies for a modernized Strategic Human Resources and Development culture.
- Oversees the operations of the Branch in the absence of the Director, Human Resource Management and Development;
- Participates in the recruitment of staff for the Authority and recommends staffing arrangements in keeping with established human resource procedures and policies;
- Compiles and maintains Statistical Reports concerning employee-related data such as the organizational structure, employee rewards and recognition and performance appraisals for periodic presentation to the relevant authorities;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Ensures that staff are sensitized on the policies, procedures and regulations of the Authority;
- Provides guidance and information on PMAS related issues to all staff including managers and supervisors
- Participates in the orientation session of new recruits.
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem solving and decision making skills
- Good planning and organizing skills
- Good customer & quality focus
- Teamwork & cooperation
- Integrity
- Takes initiative
- Good change management

Technical:

- Sound Knowledge of the Public Service Regulations, Staff Orders for Public Service and other GOJ Policies and guides the delivery of HRMD services
- Knowledge of the Fisheries Act, 2018 and other relevant legislation, policies, guidelines of the National Fisheries Authority
- Comprehensive and sound knowledge of the Performance Management and Appraisal systems as established in the guidelines issues by the Offices of the Cabinet.
- Knowledge of job analysis, performance management and appraisal processes and methods including writing job descriptions and work plans.
- Use of Technology: Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or other related discipline from a recognized tertiary institution;
- Three (3) years working experience in Human Resource development preferably in the Public Sector, in an organization of similar size and complexity;
- Specialized training in PMAS would be an asset

Special Conditions Associated with the Job

- Typical office environment, no adverse working conditions.
- Required to travel locally short periods.
- Required to work under pressure and with minimum supervision.
- Will be required to work beyond regular working hours in an effort to meet deadlines;

5. Senior Aquaculture Extension Officer (Level 7)

Job Purpose

Under the direction of the Regional Aquaculture Extension Officer, the Senior Aquaculture Extension Officer is responsible for the co-ordination of extension activities at the parish level in order to ensure that the policies, plans and programmes to facilitate aquaculture development and management are implemented.

Accordingly, the incumbent implements programmes to ensure technology transfer, training, capacity building and the facilitation of interventions to support the development and efficient operation of the aquaculture production value chain within the Parish. The incumbent implements projects to facilitate socio-economic development, conducts feasibility studies to determine the viability of aquaculture businesses in the Parish and prepares, reviews and analyses estimates of costs. He/she also monitors the impact of the extension policies at the Parish level and provides feedback, thereby creating linkages between the needs of the sector and research activities.

Additionally, the incumbent coordinates the implementation of field days, other extension training methodologies and related activities among fish farmers and other stakeholders at the parish level.

Key Responsibilities

Management/Administrative

- Participates in the formulation of regional aquaculture plans and programmes;
- Supervises the implementation of programmes and projects in the parish to ensure that work is carried out effectively and that the agreed targets are met;
- Participates in the organization of fishery meetings, seminars and workshops within the parish;
- Prepares monthly, quarterly, annual reports and any other ad hoc reports that may be required;
- Represents the Aquaculture Extension Services Branch at conferences, seminars and workshops on aquaculture and related matters.

Technical/Professional

- Guides and conducts site evaluations; samples soil to determine the suitability of the clay content for fish farming on the proposed site;
- Prepares farm plans for the development of viable fish farms and fish farm complexes within the parish;
- Visits and supervises visits to fish farmers to sample the pond and check on water quality, growth rates and the regulation of feed and fertilizer application rates;
- Collaborates with the Pond Construction Specialist to provide technical information on pond construction to farmers at the parish level;
- Monitors the progress of pond construction and renovation projects to ensure that timelines are met, construction is done to agreed specifications and is consistent with all regulations;
- Determines the suitability of water sources at different locations within the parish to ensure that availability is not a deterrent to sustainability of construction of ponds;
- Liaises and coordinates with representatives of other agencies involved in environmental and land management matters, for example, the National Environment and Planning Agency (NEPA) and the Agricultural Land Management Division (ALMD) to facilitate the resolution of issues and support the development of a aquaculture in the parish;

- Plans and guides the development and establishment of fish farm/farmer clusters within the parish in order to transfer technical knowledge for the conservation, management and development of the aquaculture sub-sector;
- Provides technical advice on problems/issues identified on aquaculture farms in order to recover "at risk" fish stock;
- Liaises and coordinates with representatives of the Veterinary Services Division (VSD) for guidance in managing disease outbreaks and in disease diagnosis;
- Investigates offences, prepares preliminary reports for transmission to the Compliance and Legal Services component for further action;
- Provides advice to owners of recreational facilities on the types and size of fish they are legally allowed to keep and species they are permitted to import;
- Works with planning authorities, ensuring that new buildings do not have adverse impact on aquaculture;
- Liaises with Compliance and Licensing personnel regarding requests for licenses and permits and makes appropriate recommendations;
- Creates and guides relationships between farmers, economic groupings and other institutions and agencies within the parish regarding aquaculture affairs, in order to enhance the development of the sub-sector;
- Provides technical expertise and monitors the development and construction of large Government aided fish farm projects;
- Participates in the development of parish training programmes, conducts training courses in Aquaculture for farmers, students from Agricultural Schools, other institutions and individuals as requested; updates technical knowledge by attending aquaculture seminars and workshop;
- Provides relevant technical advice to farmers and develops relationships to strengthen aquaculture in the parish;
- Participates in conducting inspections of imports at Ports of Entry to ensure that aquatic organisms imported comply with the relevant permits and standards;
- Writes a variety of reports, briefs, notes and documents for submission to the Regional Aquaculture Extension Officer; (combine with other training);
- Performs any other related duties, which may be assigned.

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 staff supervised 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.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good problem solving and decision making skills
- Good planning and organizing skills
- Good customer & quality focus
- Teamwork & cooperation
- Integrity
- Takes initiative
- Good interpersonal skills
- Analytical thinking
- Good leadership skills
- Goal/result oriented
- Managing partners

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,)
- Good programme development and project management skills
- Sound knowledge of local and international aquaculture production systems
- Working knowledge of local and international standards for fish disease and invasive species management
- Good understanding of nature and properties of soil and water quality
- Working knowledge of economics and business management principles and practices

- Use of technology – Proficiency in relevant computer applications (Microsoft office suite, and other relevant software)

Minimum Required Qualification and Experience

- BSc. Degree in Aquaculture, Agriculture or related discipline OR equivalent qualifications
- Two (2) years experience in Fish Production and Extension Methodology and working in an organisation of similar size and complexity

Special Condition Associated with the Job

- Exposure to challenges and crises which require response at very short notice
- Required to work in ponds, brackish, riverine, coastal and offshore marine environment
- Exposure to long hours in the sun, dust and water
- May be necessary to wear protective clothing at times, e.g. rubber boots.
- Required to travel locally, including travelling to remote locations
- Required to travel overseas
- Exposure to working in volatile communities

6. Systems 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/Professional:

1. To provide sufficient information technology operational capability to achieve acceptable response times especially during peak periods, and to minimize down times to an acceptable level.

- 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.

2. To support the information requirements of all divisions of the Ministry in a timely, responsive and cost-effective manner.

- 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.

3. To continue to upgrade and expand existing hardware to accommodate the growing information and data processing needs of the Ministry.

- 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

Core:

- Good oral and written communication skills
- Good problem solving and decision making skills
- Good planning and organizing skills
- Good customer & quality focus
- Teamwork & cooperation
- Integrity
- Takes initiative
- Adaptability

Technical:

- Expert Knowledge of local and wide area network architecture
- Sound Knowledge of network protocols/maintenance and diagnostic tools
- Sound Knowledge of Office 365 Exchange and Azure directory
- Excellent 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 Computer hardware and software troubleshooting, repair and maintenance
- Use of Technology: Proficiency in relevant Microsoft Software

Minimum Required Qualification and Experience

- B. Sc. In Computer Science or related field from a recognized institution
- At least 2 years hands–on experience in network and email administration.

Special Condition Associated with the Job

- Typical working environment, no adverse working conditions
- May be required to visit outstations islandwide

7. Licensing and Registration Officer (Level 7)

Job Purpose

Under the general direction of the Senior Licensing & Registration Officer, the Licensing and Registration Officer is responsible for screening, interviewing and processing fishers and fish farmers who are applying for licences, authorizations and permits in accordance with The Fisheries Act, 2018.

The incumbent is responsible for ensuring that the Register of Fishers and Register of Vessels are updated and maintained, as well as generating reports in response to data requests.

Key Responsibilities

Technical/Professional:

- Process applications for licences, authorizations and permits;
- Notes issues and complaints received from customers, for escalation to Senior Officers;
- Verify documentation submitted by applicants to ensure accuracy with the requirements for licensing;
- Ensures that licences, authorizations and permits are issued in accordance with The Fisheries Act, 2018 and attendant regulations;
- Proofreads licences, permits, authorizations and identification cards;
- In conjunction with the Senior Licensing and Registration Officer, coordinates in-field licensing and public education sessions;
- Generate and disseminate public awareness materials;
- Dispatch licences, authorizations and permits to applicants;
- Generate licensing reports in response to data requests and for dispatch to the Compliance Branch and security partners;
- Contributes to the preparation of licensing data and information reports;
- Maintains the Register of Fishers and Register of Vessels;
- Performs any other related duties which may be assigned.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good problem solving and decision making skills
- Good planning and organizing skills
- Good customer & quality focus
- Teamwork & cooperation
- Integrity
- Takes initiative
- Good interpersonal skills
- Analytical thinking
- Goal/result oriented

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,)
- Database Management (CRM/Registers) Advanced skills in using and maintaining specialized licensing/registration databases (e.g., CRM)
- Negotiation and Conflict Management Skills
- Application Processing & Quality Assurance: skill in screening applications, checking supporting documents for completeness, and proofreading licenses, permits, and identification cards for accuracy.
- Use of technology – Proficiency in relevant computer applications (Microsoft office suite, and other relevant software)

Minimum Required Qualification and Experience

- Associate Degree in Natural/Social Sciences or related discipline from a recognized institution.
- Three (3) years related experience.
- Training in customer relations and/or communication skills would be an asset.

Special Condition Associated with the Job

- May be required to work outside of normal working hours and on weekends and public holidays.
- May be subject to island-wide travel which includes remote locations
- May be subject to harsh working environment (e.g., aquatic and offshore areas) and hostile clientele.
- May be subject to corrupting influences
- Job requires handling of confidential information

8. Records Officer/Cashier (Level 4)

Job Purpose

Under the direct supervision of the Operations Manager, the Records Officer/Cashier is responsible for the safe custody and lodgment of all funds received at designated Sub-Station/s on behalf of the National Fisheries Authority.

In addition, the incumbent receives applications for licenses and permits, submits these to the Licensing and Registration Branch for processing and issues approved licenses and permits to qualified fishermen, fishing vessels and owners, thereby giving them permission to fish in Jamaican waters in keeping with the Fisheries Act. There is a requirement to liaise with other Authority personnel such as Extension Officers to ensure that applicants are genuine fishers and that boats are being maintained in accordance with seaworthy standards before accepting the applications for submission.

The incumbent also compiles and maintains records of licenses and permits issued at the designated Sub-Station/s as well as records of fuel stock. He/she monitors fuel use and prepares requisitions for depleted stock, as necessary.

Key Responsibilities

Technical/Professional:

- Prepares and issues receipts for all revenue collected by using Official Receipt Book;
- Maintains the Cash Book;
- Balances Cash Book on a daily basis;
- Prepares monthly report detailing revenue collections;
- Maintains petty cash float;
- Prepares bank deposits for lodgment of funds received;
- Prepares and dispatches daily bank lodgments to the relevant bank accounts in accordance with established guidelines, through the relevant Courier Service;
- Maintains custody of cheques, cash and valuables;
- Collaborates with the Operations Manager to ensure the maintenance of supplies for operational activities;
- Checks fuel received and maintains stock book by recording therein the quantity of outboard motor fuel issued daily;
- Checks and balances meter reading with daily sales and reports any discrepancies for appropriate investigation;
- Checks and signs off delivery of fuel to ensure that the quantity/product ordered is delivered;
- Prepares and submits weekly cash statement reports;
- Collects funds and issues receipts to fishers and vessel owners for revenues from the sale of fuel;
- Prepares and maintains Cash Sales Receipt Book;
- Prepares monthly report detailing revenue collections;
- Collaborates with the Operations Managers to ensure that the occupational safety and health procedures for the Sub-Station are adhered to;
- Conducts/assists checks to ensure that the relevant compartments of the gas tanker are sealed;
- Interviews applicants to ascertain type of license needed (i.e. commercial, recreational);
- Collects data and documents for use in the licensing process;
- Completes application forms with the applicants; prepares internal forms for submission for authorizing signature(s);
- Monitors the attendance registers, maintains leave cards, prepares and submits the attendance reports for the Sub-Station/s to the Division's Administrative Office;
- Performs any other related duties, which may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good problem solving and decision making skills
- Good planning and organizing skills
- Good customer & quality focus
- Teamwork & cooperation
- Integrity
- Takes initiative
- Good interpersonal skills

Technical:

- Sound knowledge of Government Accounting Procedures and the Financial Administration and Audit Act (FAA)
- Sound knowledge of general accounting principles and practices
- Sound knowledge of safety procedures
- Working knowledge of the Fisheries Act and related regulations and guidelines, also policies and procedures of the National Fisheries Authority
- Proficiency in the use of relevant computer applications
- Good Understanding of Supplies management and Inventory management

Minimum Required Qualification and Experience

- Associate Degree in Business, or Accounting or other Social Science
 - Certificate in Government Accounting (Level 2)
 - Training in Supplies Management
 - Two (2) years experience in a similar capacity
- OR**
- Certificate (Upper Secondary Leaving)/ NVQ Certificate Level 3
 - Certificate in Government Accounting (Level 3)
 - Training in Supplies Management
 - Four (4) years experience in a comparable work environment

Special Condition Associated with the Job

- Exposure to gas fumes and susceptibility to fire hazards.
- May have to operate in hostile environments
- Susceptibility to risks associated with monetary transactions

Applications accompanied by detailed résumés, including the names of two (2) referees, should be submitted **no later than Thursday, 25th June 2026 to:**

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

Email: fisherieshr@moa.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)**