



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 National Fisheries Authority:**

1. **Captain, Research Vessel (Level 9)**, salary: \$6,333,301 per annum.
2. **Senior Aquaculture Management Officer (Level 8)**, salary: \$5,198,035 per annum.
3. **Regional Aquaculture Extension Officer (Level 8)**, salary range: \$5,198,035 per annum.
4. **Aquaculture Engineering Specialist (Level 8)**, salary: \$5,198,035 per annum.
5. **Director, Farm Management and Production (Level 8)**, salary: \$5,198,035 per annum.
6. **Aquatic Health Specialist (Level 8)**, salary: \$5,198,035 per annum.
7. **Manager, Outstation and Special Projects (Level 7)**, salary range: \$4,266,270 per annum.
8. **Senior Capture Fisheries Extension Officer (Level 7) (Montego Bay Division)**, salary: \$4,266,270 per annum.
9. **Capture Fisheries Extension Officer (Level 6) (2 Posts) Kingston and Alligator Pond)**, salary: \$3,501,526 per annum.
10. **Aquaculture Officer (Level 6)**, salary: \$3,501,526 per annum.
11. **Inventory Officer (Level 4)**, salary: \$2,190,302 per annum.
12. **Aquaculture Technician (Level 3)**, salary: \$1,711,060 per annum.
13. **Bulldozer Operator (Level 2)**, salary: \$1,439,455 per annum.

1. **Captain, Research Vessel (Level 9)**

Job Purpose

Under the direction of the Principal Director, Capture Fisheries Division, the Research Vessel/Ship Captain is responsible for the safe underway operations of the Authority's Offshore Motor Vessel as well as coordinating its maintenance. This involves ensuring that all legal requirements as well as the Authority's standards are adhered to in both vessel and the crew, paying particular attention to any environmental issues such as oil spills or emission of any other pollutants. Accordingly, the incumbent must regularly inspect the vessel to assess seaworthiness and whether any machinery on board is unsafe.

Key Responsibilities

Management/Administrative

- Reviews work plans and reports to ensure that they contain relevant information and conform to standard requirements;
- Represents the Authority at meetings of various levels;

- Prepares submission for budgetary provision in respect of the operation of the vessel;
- Liaises with other stakeholders in the Fishing Industry to facilitate the sharing of relevant information.
- Keeps daily records aboard the ship by maintaining a ships log
- Ensures that the vessel is seaworthy; oversees the purchase of supplies, gears and equipment such as fuel and cables.

Technical/Professional

- Co-ordinates the operational activities of the vessel;
- Serves as Ship Captain in pursuit of the discharge of its functions. including foreign voyages;
- Participates in matters relating to disaster preparedness;
- Assists with the co-ordination of dry-docking arrangements of the vessel(s)
- Provides technical advice on marine matters and ensures the successful implementation of approved programs, procedures and activities;
- Ensures adherence to the relevant sections of the Fisheries Act, the Jamaica Shipping Act, and the IMO Conventions as they affect the safety of the vessel;
- Ensures that corrective action is taken to counteract pollution of the sea by the vessel
- Prepares relevant reports, including monthly, quarterly and ad-hoc reports to the Principal Director, Capture Fisheries Division;
- Performs various marine duties such as checking for oil spill or other pollutants around ports and harbours and beaches;
- Reads gauges to verify sufficient levels of hydraulic fluid, air pressure and oxygen;
- Resolves questions or problems with custom officers;
- Measures depths of water using depth measuring equipment;
- Participates in workshops and seminars designed to educate and inform fishermen;
- Attends court to give expert evidence on behalf of the Authority;
- Overall responsibility for the safe execution of the vessel's missions underway.
- Delivers training in seamanship, navigational principles and safety at sea, fishing gear technology, fish species identification and basic post harvesting technology;
- Investigates mishaps, accidents and complaints that affect the fishing industry (e.g., fish kills, oil spills etc.) in contravention of the Fishing Industry Act;
- Establishes and maintains contact with key stake holders;
- Ensures all Incident Reports with respect to damages to the Authority's Offshore Motor Vessel or its fixtures are provided within 24 hours of the incident to the appropriate authority.

Human Resource

- Recommends training and development for staff members of the vessel;
- Participates in the recruitment, training, assignments and evaluation of staff;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance;
- Makes recommendations for transfer, promotion, termination and leave in accordance with 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 of the vessel are clearly identified and addressed.
- 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 customer & quality focus
- Good interpersonal skills
- Teamwork and cooperation
- Integrity
- Good planning & organizing skills
- Initiative
- Managing external relationships
- Analytical thinking
- Managing partners
- Good leadership 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,)
- Sound working knowledge of marine navigation, seamanship, ship stability, first aid, fire fighting and survival and rescue
- Good knowledge of the techniques required in the maneuvering of vessels to ensure safe berthing or unberthing
- Sound knowledge of Maritime Administration
- Vessel Operation & Maritime Safety: Demonstrated proficiency in safe operation, maneuvering, and docking of motor-driven vessels. This includes a practical understanding of maritime navigation, emergency protocols, and routine engine maintenance to ensure operational readiness
- Use of Technology: Proficiency in the use of marine Radio communication (VHF, SSB).

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Marine Transportation from an accredited maritime training institution.
- Valid Deck Officer Certificate of Competence Class 2 or relevant Competency level training from an accredited institution such as the Maritime Authority of Jamaica or other accredited maritime training institution, with minimum of two (2) years' experience with that qualification.
- At least five (5) years' experience as a Certified Deck Officer, with at least two (2) years as a senior officer on board an ocean going vessel over 500 GT.
- Possess the applicable training required by the Convention on Standards of Training, Certification and Watch Keeping for Seafarers.
- Should be able to swim.

OR

- At least a First Lieutenant qualification along with at least six (6) years prior service within the Jamaica Defence Force or Jamaica Constabulary Force.
- Valid Deck Officer Certificate of Competence Class 2 or relevant Competency level training from an accredited institution such as the Maritime Authority of Jamaica or other accredited maritime training institution.
- A minimum of seven (7) years' experience as a Deck Officer, with at least two (3) years' service onboard an Offshore Patrol Vessel.
- Possess the applicable training required by the Convention on Standards of Training, certification and Watch Keeping for Seafarers or Watchkeeper certification.
- Should be able to swim.

Special Condition Associated with the Job

- Subject to potential risk and threats to life due to being at sea.
- Position involves extensive field work (fishing breaches, fish landing sites island wide) including travelling at sea to offshore areas such as the Pedro and Morant Cays.
- Required to take vessel(s) for dry docking overseas or on special assignments to foreign ports.
- Required to be on call 24 hours and to be away from home for various periods including weekends and public holidays
- Required to work offshore in rough seas and varying weather conditions
- Endurance of harsh and hostile environmental conditions (salt air, sunburn, skin dryness, dehydrating effects).
- Extended hours at sea.
- Primary duties are associated with sea-going activities and as such involve a range of physiological effects due to the constant motion of the vessel eg. sea-sickness.
- Exposure to noise and fumes in the engine room.

2. Senior Aquaculture Management Officer (Level 8)

Job Purpose

Under the general direction of the Senior Director, Aquaculture Planning, Development & Management the Senior Aquaculture Management Officer has responsibility for assisting in the development and implementation of aquaculture management plans, thus ensuring that aquaculture is developed and conducted in a responsible manner.

There is a requirement for the incumbent to participate in monitoring the performance of plans as well as adherence to environmental standards for aquaculture activities. The incumbent also assists senior officers and relevant agencies in managing the inflow and outflow of water to fish farming areas and assists in designing plans to respond to emergencies in the sector including disease outbreaks, natural disasters and pollution spills.

The incumbent also provides ongoing support services for the development and implementation of the programmes and projects of the National Fisheries Authority (NFA).

Key Responsibilities

Technical/Professional

- Undertakes the formulation of preliminary management development plans for the farming of tilapia, shrimp and ornamental fish in coastal and inland areas as well as for mariculture in the assigned geographical zone;
- Collects and provides data on the ecological, social, economic and biological characteristics of the environment within the assigned geographical area to inform the identification of core zones for different aquaculture activities;
- Assists in analyzing data for core zones and in recommending plans and management measures to effect improvements;
- Implements and monitors specific aquaculture management and development planning activities for the core zones;
- Disseminates development planning information to economic interests, fish farmers and other stakeholders within the zone to stimulate interest;
- Examines proposals submitted by potential fish farmers for the development of aquaculture within the core zones and advises the Senior Aquaculture Management Officer on economic feasibility;
- Liaises and coordinates with relevant Agencies such as NEPA on environmental and land use issues and assists in designing and implementing plans to ensure the best utilization of lands in the zones for aquaculture development;
- Participates in the development and implementation of aquaculture specific emergency management plans to respond to incidents such as natural disasters, disease outbreaks and pollution spills;
- Makes recommendations to the Senior Aquaculture Management Officer for the institution of controls such as buffer zones to manage water supplies to fish farming areas to prevent the input of pesticides as well as the outflow of pollutants;
- Participates in the development of fish farm quality standards and the design of systems and procedures to monitor their implementation;
- Makes recommendations for the review of standards to maintain the quality of fish farms based on feedback/data received from other Branches within the Division;
- Provides technical information and advice to the Director, Aquaculture Planning, Development & Management, through the Senior Aquaculture Management Officer on the zoning and expansion of fish farming in the assigned geographic area;
- Attends local, regional and international training seminars, workshops and conferences to keep abreast of best practices in aquaculture management planning;
- Participates in local workshops and seminars to share global practices relating to aquaculture planning, development and management;
- Participates in the revision of policy guidelines in order to meet the global changes in the aquaculture sub-sector;
- Performs other duties which may be assigned from time to time by the Senior Aquaculture Planning Officer or other senior officers of the Branch/Division.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Good customer & quality focus
- Good interpersonal skills
- Teamwork and cooperation
- Integrity
- Good planning & organizing skills
- Initiative
- Managing external relationships

- Analytical thinking
- Managing partners
- Good leadership skills
- Good problem solving & decision making
- Customer & quality focus
- Goal/result oriented
- People management

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 knowledge of Aquaculture planning and management protocols
- Good knowledge of fish farm standards and quality assessment methodologies
- understanding of issues of relevance to responsible aquaculture including environment and social issues.
- Use of Technology: Proficiency in the use of relevant computer applications (Word, Excel, etc)

Minimum Required Qualification and Experience

- First Degree in the Natural/Social Sciences or in a related discipline with specialized training in Fisheries (Aquaculture/Natural Resources) Management and Conservation
- Two (2) years experience in a comparable working environment

Special Conditions Associated with the Job

- Exposure to harsh working environment (e.g. aquatic and offshore areas)
- Extensive periods in the field during terrestrial operations
- Exposure to hostile clientele and situations where safety and security may be at risk
- Required to travel island-wide, including travel to remote locations and also travels overseas to regional and international meetings and conferences

3. Regional Aquaculture Extension Officer (Level 8)

Job Purpose

Under the direction of the Director of the Aquaculture Extension Services Branch, the Regional Aquaculture Extension Officer is responsible for coordinating and managing the regional aquaculture extension services to ensure that policies, plans and programmes to facilitate aquaculture development and management are implemented at the regional level.

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 region. The incumbent coordinates the implementation of projects to facilitate socio-economic development, ensures that feasibility studies are conducted to determine the viability of aquaculture businesses in the Region and that cost return analyses are conducted. He/she also monitors the impact of the extension policies at the regional level and provides feedback, thereby creating linkages between the needs of the sector and research activities.

Additionally, the incumbent is required to develop the regional operational plan, work programme and budget and to participate in and contribute to the development of the Branch's plan and budget.

Key Responsibilities

Management/Administrative

- Coordinates the development of the plans and programmes for the Regional Aquaculture Extension Services in accordance with the established policies, laws and regulations of the Authority.
- Monitors implementation of the plans and programmes to ensure that work is carried out as planned and within budget;
- Participates in the preparation of the plans and budget for the Aquaculture Extension Services Branch;

- Coordinates the preparation of farm plans for the development of viable fish farms based on the findings of direct reports regarding water source, soil survey, cost/return estimates etc.
- Represents the Aquaculture Extension Services Branch at conferences, seminars and workshops on aquaculture and related matters;
- Prepares monthly, quarterly, annual and ad-hoc reports, papers, briefs and other documents for submission to the Branch Director;
- Develops regional training programmes as well as programmes for cluster development;
- Ensures that the required permits are obtained for the introduction of live aquatic organisms into the Region;
- Organizes relevant meetings and conferences within the region.

Technical/Professional

- Ensures that site evaluations are conducted and that soil is sampled to determine the suitability of the clay content of the proposed site for fish farming;
- Reviews information submitted by subordinates to confirm the availability and suitability of water sources; assesses flow rate/speed and quality based on the physical and chemical properties;
- Ensures that feasibility studies are conducted to establish capital and operational costs (equipment and labour) and that cost return estimates are prepared;
- Evaluates data on siltation levels, growth of vegetation, erosion of dykes, inlet and outlet facilities in order to determine the necessity for pond renovation;
- Facilitates the processing of requests for the importation of fish by ensuring that the following are established;
 - Origin and disease status of species
 - Environmental impact of the introduction
 - Suitability of site in terms of its technical and physical capacity including the availability of quarantine facilities;
- Approves the assignment of the region's personnel to the Ports of Entry to support the inspections of imports of new fish stock and other aquatic organisms;
- Determines the region's participation in agricultural expositions and shows, e.g. the Denbigh Show, World Food Day, Eat Jamaican Campaign, Career Expos and the JAS St. Mary Show, by scrutinizing work programmes and budgets to establish what can be accommodated;
- Collaborates with local governmental agencies such as STATIN and HEART Trust NTA and international bodies such as FAO to share technical data and to provide input into training curriculum;
- Facilitates linkages along the aquaculture value chain through the formation of farm / farmer clusters, capacity building and other social and economic interventions;
- Provides technical advice and guidance on aquaculture and related issues and disseminates information to fish farmers, fishing associations and members of the public;
- Collaborates with the Fisheries Statistics and Data Management Branch to collect and share aquaculture data;
- Collaborates with the Aquaculture Research Branch to facilitate the implementation of research and technology transfer;
- Prepares and makes presentations at training seminars; Assists in lecturing at workshops/seminars on Aquaculture as arranged periodically for participants from CARICOM;
- Represents the Aquaculture Extension Services Division at international conferences, seminars and workshops related to aquaculture extension services and related issues;

Human Resource

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Participates in the recruitment of staff for the Region and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- 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 attaining established personal and/or organizational goals;
- Ensures the welfare and developmental needs of staff in the Branch are clearly identified and addressed;
- Recommends/administers disciplinary actions in keeping with established human resource policies and guidelines;
- Ensures that staff are aware of and adhere to the policies, procedures and guidelines governing the operations of the Authority and the Public Service;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Performs any other related duties, which may be assigned from time to time by the Senior Director, Extension Services.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Good customer & quality focus
- Good interpersonal skills
- Teamwork and cooperation
- Integrity
- Good planning & organizing skills
- Initiative
- Managing external relationships
- Analytical thinking
- Managing partners
- Good leadership 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,)
- Good programme development and project management skills
- Excellent 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
- General awareness of environmental factors that impact or are affected by aquaculture
- 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, a related discipline OR equivalent qualifications
- Three (3) years experience in Fish Production and Extension Methodology

Special Conditions 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
- Some 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

4. Aquaculture Engineering Specialist (Level 8)

Job Purpose

Under the direction of the Senior Director, Aquaculture Extension Services, the Aquaculture Engineering Specialist is responsible for managing and coordinating all activities for the construction/renovation of fish ponds, marine cages and other holding facilities for fish culture. There is a requirement for the incumbent to conduct surveys of sites and design blueprints for the layout of aquaculture/mariculture facilities and fish ponds. The incumbent also determines the location, specification and design of water control and drainage structures.

Key Responsibilities

Management/Administrative

- Participates in the preparation of the work programmes, plans and budget for the Aquaculture Extension Services Branch;
- Supervises the preparation of work plans for direct reports and monitors to ensure that work is carried out as planned and that established targets are met;
- Represents the Aquaculture Extension Services Branch at conferences, seminars and workshops on aquaculture and related matters;
- Prepares monthly, quarterly, annual and ad-hoc reports, papers, briefs and other documents for submission to the Director, Aquaculture Extension Services;

Technical/Professional

- Facilitates the construction, installation, and renovation of fish holding facilities e.g. ponds, marine cages, concrete tanks or other structures for the holding of fish;
- Conducts site surveys to determine the layout and placement of fish ponds/marine cages and other fish holding structures on the site;
- Prepares blue print for the layout of the aquaculture/mariculture facilities and fish ponds;
- Provides supervision for the clearance of land for the construction of ponds for fish culture;
- Supervises the construction and renovation of fish ponds consistent with design and specifications;
- Identifies the location, specification and design of water control structures specific to the site at which the construction of the fish pond or other fish holding facility is being constructed;
- Identifies the location, specification and design of drainage infrastructure for fish ponds or other fish holding facility;
- Assists in the identification of the appropriate resources (e.g. earth moving equipment) required to facilitate the construction of fish ponds/aquaculture facility.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Makes recommendations to ensure that the welfare and developmental needs of subordinate 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;
- Performs any other related functions which may be assigned from time to time.

Required Knowledge, Skills and Competencies**Core**

- Oral Communication
- Written Communication
- Problem Solving & Decision Making
- Planning and organizing
- Customer & Quality Focus
- Integrity
- Initiative
- Teamwork & Cooperation
- Interpersonal Skills
- Analytical Thinking
- Leadership
- Goal/Result Oriented
- Managing Partners
- People Management
- 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,)
- knowledge of the policies and procedures of the National Fisheries Authority;
- Excellent Knowledge of surveying methodologies and techniques for the layout and construction of fish ponds, marine cages and other aquaculture facilities;
- Sound Knowledge of aquaculture/civil engineering theories, principles & practices.
- Sound Knowledge of machinery used in the construction of fishponds, marine cages and support infrastructure.
- Working knowledge of the nature and properties of soils.
- Working knowledge of water currents, wind and wave actions.
- General awareness of environmental factors that impact or are affected by aquaculture.
- Ability to interpret the suitability of climatic and watershed conditions to determine the suitability of sites for the establishment or installation of an aquaculture facility.
- Use of Technology: Proficiency in the use of relevant computer applications (Word, Excel, etc)

Minimum Required Qualification and Experience

- First degree in Civil Engineering or other Engineering Degree
- Post Graduate/ Specialized training in the construction and design of marine cages, fish farms and fish ponds.
- Three (3) years experience in a comparable working environment
- SCUBA Certification and dive experience would be an asset.

Special Conditions Associated with the Job

- Exposure to challenges and crises which require response at very short notice;
- May be necessary to wear protective clothing at times, e.g. rubber boots and to dive underwater;
- Some exposure to long hours in the sun, dust and water;
- Required to travel locally and overseas;
- Exposure to hostile clientele and working in volatile communities;
- Must be physically fit and able to work productively in a “hands on” work environment

5. Director, Farm Management and Production (Level 8)

Job Purpose

Under the direction of the Principal Director, Aquaculture Division, the Director, Farm Management and Production is responsible for developing, coordinating and managing the production programme of the Aquaculture Division. This includes production in both freshwater and mariculture facilities. Accordingly, the incumbent coordinates the operational activities of the various production units to include tilapia, mariculture species and ornamentals to ensure implementation of best practices, consistent production and good quality.

The incumbent also collaborates with the Aquatic Health Specialist and Research Officers to ensure good aquatic health by monitoring and providing information on the growth and performance of the fish stock. Additionally, the incumbent develops plans and budgets for farms/facilities and delivers training programmes targeting potential and existing persons involved in aquaculture.

Key Responsibilities

Management/Administrative

- Coordinates the development of the operational plan, work programme and work schedules for the Farm Management and Production Branch;
- Reviews work plans and directs staff in the production of aquaculture products to ensure that work is carried out as planned and in accordance with established standards;
- Prepares submission for budgetary provision in respect of the operation of the production farms;
- Collaborates with Procurement personnel to source the materials necessary for the operations of the Branch and makes recommendations accordingly;
- Manages and deploys the material resources necessary for the daily operations of the farms;
- Identifies existing and potential problems and makes recommendations for relevant solutions;
- Organizes and coordinates meetings for the Farm Management and Production Branch, attends meetings of various levels and participates in training sessions as required.

Technical/Professional

- Develops, directs and monitors the annual activities and performance of the farming operations;
- Develops and manages the implementation of strategies to ensure smooth, safe and efficient production farm operations;
- Coordinates the activities of various production units e.g. tilapia, mariculture species and ornamentals to ensure ongoing compliance with established standards and best practices as well as consistent and good quality production;
- Ensures the collection of water samples for testing and the maintenance of records of water quality and other environmental data associated with the production of aquaculture products;
- Develops the necessary protocols to ensure the maintenance of equipment including aquaculture vessels;
- Reviews production records to ensure that complete and accurate records are maintained;

- Oversees the management and maintenance of inventory records for aquaculture products and equipment in order to ensure that supplies and materials required for production and farm management are in stock;
- Develops procedures to ensure that equipment are checked regularly and ensures that same are in good working condition;
- Ensures that production units, farm facilities and associated infrastructure e.g. plumbing infrastructure are operational, properly maintained and in good working condition;
- Develops in conjunction with the Aquatic Health Specialist protocols to ensure good aquatic health;
- Provides feedback to research and other relevant units on growth and performance of fish stocks;
- Collaborates with the Senior Research Officer to develop protocols to ensure that aquaculture products are safe for human consumption;
- Develops in conjunction with the Aquatic Health Specialist, protocols to address the quarantine and treatment of any disease outbreak at the farms;
- Ensures that the farms comply with established and accredited standards for the production of aquaculture products;
- Contributes to the determination of production costs for aquaculture products;
- Collaborates & coordinates with relevant units regarding requests for the purchase and delivery of aquaculture products and makes the necessary production arrangements;
- Co-ordinates with the Regional Aquaculture Extension Officer/Extension Officers regarding the delivery of aquaculture products to fish farmers;
- Prepares and submits monthly, quarterly, annual and other ad hoc reports to keep the Principal Director and other senior management staff informed of the operation and performance of the Farm Management and Production Branch.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Section;
- Recommends termination and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that 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 Division's and organization's goals.
- Performs any other related duties which may be assigned from time to time by the Principal Director, Aquaculture Division.

Required Knowledge, Skills and Competencies

Core

- Oral Communication
- Written Communication
- Problem Solving & Decision Making
- Planning and organizing
- Customer & Quality Focus
- Integrity
- Initiative
- Teamwork & Cooperation
- Interpersonal Skills
- Analytical Thinking
- Leadership
- Goal/Result Oriented
- Managing Partners
- People Management
- 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,)
- Aquaculture System Operations: Demonstrated ability to implement and manage diverse aquaculture production methodologies, ensuring optimal growth cycles and livestock health.

- Demonstrated expertise in directing end-to-end aquaculture operations, with a proven ability to optimize stock health, feed conversion ratios, and harvest yields through the application of industry-leading management practices
- Vessel Operation & Maritime Safety: Demonstrated proficiency in safe operation, maneuvering, and docking of motor-driven vessels. This includes a practical understanding of maritime navigation, emergency protocols, and routine engine maintenance to ensure operational readiness
- Aquatic Literacy: Possession of functional swimming skills and the ability to maintain personal safety in various water conditions.
- Use of Technology: Proficiency in the use of relevant computer applications (Word, Excel, etc.)

Minimum Required Qualification and Experience

- Masters Degree in the Social/Natural Sciences or related field with sound knowledge of Fisheries/Aquaculture/Natural Resources Management and Conservation
- Demonstrated experience at a management/supervisory level
- Five (5) years experience in Fisheries

OR

- Bachelor's Degree in the Social/Natural Sciences or similar discipline
- Post Graduate Certification in Fisheries/Aquaculture/Natural Resources Management and Conservation
- Demonstrated experience at a management/supervisory level
- Five (5) years experience in Fisheries

Special Conditions Associated with the Job

- Exposed to medium stress and required to respond to challenges at very short notice
- Constant exposure to salt, wind and sun
- Working long hours in water or at sea.
- May encounter predatory aquatic animals
- Occasional lifting of heavy objects
- Moderate Travelling islandwide
- Exposed to working in volatile communities
- Moderate Overseas travel
- Exposure to harmful chemicals

6. Aquatic Health Specialist (Level 8)

Job Purpose

Under the general direction of the Director, Aquaculture Research Branch, the Aquatic Health Specialist is responsible for undertaking the day-to-day monitoring, control and surveillance of the fish health programme and associated research activities geared toward the effective diagnosis, treatment and prevention of aquatic health problems.

The Aquatic Health Specialist uses various disciplines including fisheries biology, bacteriology, virology, parasitology and histopathology to provide an accurate evaluation of fish health issues. There is a requirement for the incumbent to provide technical advice to fishers and fish farmers in terms of prevention and control of pathogens in the production system.

In addition, the incumbent provides policy guidance, recommends the review of prevention, control and quarantine measures for fish diseases and pathogens as well as provides advice on chemicals and medicines to be used in fish production systems. He/she compiles data and prepares regular and specialized reports.

Key Responsibilities

Technical/Professional

- Formulates the operational plan and budget for the Fish Health Programme
- Coordinates and implements the programme, which is designed to enhance the health of cultured and other fish production/processing systems
- Coordinates with relevant internal and external stakeholders in order to provide accurate evaluations and diagnoses of fish health problems;
- Provides advice on the sources for diagnostic and treatment supplies.
- Deploys material and resources necessary for the implementation of the planned initiatives;

- Collaborates with relevant personnel to ensure that diagnostic and treatment supplies are available in adequate supply and that they are used efficiently;
- Coordinates with relevant health authorities to access diagnostic and treatment supplies
- Collaborates with internal and external entities to facilitate the sharing of relevant information;
- Seeks appropriate specialized assistance in determining the etiology of complex fish health problems;
- Represents the Authority in professional fora related to fish health, including internal and external meetings and working groups as well as local, regional and international conferences, seminars and workshops;
- Writes background papers, briefs, technical reports and other documents, makes presentations at local and international fora as well as at training workshops for technical staff, fish farmers and other stakeholders;
- Advises the Director of the Research Branch on fish health issues and conducts research to determine new treatment measures, new fish disease quarantines or changes in existing fish disease quarantines;
- Maintains and applies current knowledge of research techniques and mechanisms for the aquatic environment to enhance the efficiency and accuracy of fish health diagnostics;
- Designs and conducts research to address fish health concerns, improve understanding and methods of fish health management, and enhance fish production;
- Conducts fish health inspections at fish hatcheries as well as fish production and processing sites;
- Collects and processes samples according to standard methods for routine surveillance testing/inspections and for diagnostic purposes;
- Coordinates with research staff regarding pathogen testing and interpretation of results;
- Disseminates results to research and production staff, extension officers as well as to the Fisheries Statistics and Data Management Branch;
- Conducts annual audits in support of fish health management and aquatic invasive species control and maintains Fish Health Improvement Plans for the Authority's hatcheries, fishers and fish farmers;
- Presents research findings to external stakeholders in order to expose new initiatives within the fisheries sector
- Contributes to Extension Education Programmes focused on fish health by preparing and presenting technical information on the subject;
- Collaborates with the Veterinary Services Division (VSD), where necessary, in determining the potential harm to the country of fish imports;
- Makes recommendations on requests for live fish import permits and advises on the movement of fish between production sites;
- Maintains a network of other experts engaged in the evaluation and diagnosis of fish diseases to facilitate sharing of relevant information and data
- Makes contributions to and prepares publication for fish producers and their customers on fish health management practices;
- Assists the Authority in the evaluation of various fish and fish product ventures by undertaking surveillance for fish pathogens and making appropriate recommendations;
- Performs other related duties which may be assigned from time to time by the Director, Aquaculture Research Branch

Required Knowledge, Skills and Competencies

Core

- Oral Communication
- Written Communication
- Problem Solving & Decision Making
- Planning and organizing
- Customer & Quality Focus
- Integrity
- Initiative
- Teamwork & Cooperation
- Interpersonal Skills
- Analytical Thinking
- Leadership
- Goal/Result Oriented
- Managing Partners
- People Management

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,)
- Diagnostic Oversight & Aquatic Biosecurity: Demonstrates the ability to direct national diagnostic protocols for the identification of infectious agents and environmental stressors. Ability design of biosecurity frameworks and disease-prevention programs to minimize morbidity and mortality across the aquaculture sub-sector.
- Fish Health Research Governance & Methodology: Expertly governs the design and execution of specialized fish health research. Ability to establish high-level experimental standards and investigative techniques to ensure research findings are scientifically robust, peer-review ready, and applicable to industry challenges.
- Integrated Aquatic Biosciences & Genetics: Proficient in the integrated application of pathology, parasitology, and genetics to optimize hatchery production systems. Ability to provide executive technical guidance on the biological requirements for species conservation and the development of genetically resilient aquatic populations.
- Pharmacological Stewardship & Therapeutic Management: Leads the development of standardized therapeutic protocols and pharmacological guidelines for the aquaculture industry. This includes ensuring the safe, compliant, and efficacious use of aquatic drugs and dosage levels to maintain animal welfare and food safety standards.
- Nutritional Strategy & Production Optimization - ability to oversee the formulation of optimal nutritional strategies and production practices. This includes evaluating diet ingredients and feed conversion efficiencies to improve the commercial viability and growth performance of national fish stocks.
- Use of technology – Proficiency in relevant computer applications (Microsoft office suite, and other relevant software)

Minimum Required Qualification and Experience

- Doctor of Veterinary Medicine
- OR**
- Master's Degree in Natural Sciences or related area of study, Plus
 - Specialized training in Fish Health diagnosis, treatment and management

Special Conditions Associated with the Job

- Exposed to medium stress and required to respond to challenges at very short notice
- Required to work in ponds, brackish, riverine, coastal and offshore marine environment
- Exposed to long periods in direct sunlight
- Exposed to long periods of standing
- Exposure to work in static and flowing water and is exposed to regular wetting
- May encounter predatory aquatic animals
- Moderate Travelling islandwide and overseas
- Exposed to working in volatile communities
- Exposure to harmful chemicals
- Occasional diving

7. Manager, Outstation 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 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 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

- 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 Suit, 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

8. Senior Capture Fisheries Extension Officer (Level 7)**Job Purpose**

Under the supervision of the Senior Capture Fisheries Extension Officer, the Fisheries Extension Officer has responsibility for the implementation of extension service strategies and programmes at the parish level in order to ensure proper conservation, protection and management of the natural (marine and inland) fishable resources.

The incumbent implements programmes to ensure technology transfer, training, capacity building and the facilitation of interventions to support the development and efficient operation of capture fisheries within the parish. He/she facilitates licensing of fishers and provides feedback on the impact of extension policies at the parish level, thereby creating linkages between the needs of the sector and research activities.

Additionally, the incumbent provides ongoing support for the development and implementation of relevant programmes and projects of the National Fisheries Authority (NFA).

Key Responsibilities**Technical/Professional**

- Provides input in the preparation of annual, quarterly and monthly reports;
- Assists in the implementation of an emergency management response plan for the Authority;
- Liaises with government and non- governmental organisations concerned with the conservation and sustainable utilization of marine species;
- Provides technical training to fishers;
- Facilitates the licensing of fishers and collaborates with the Licensing and Registration Unit for issuance of licences, authorizations and permits;
- Participates in the review of policies relating to the fisheries sector in light of globalization trends, as well as conservation and management measures;
- Supports the implementation of capture fisheries extension activities;
- Participates in the dissemination of information and the transfer of technology to fishers and other relevant stakeholders;
- Supports the implementation of educational programmes relating to fisheries management, development and conservation.
- Collaborates with the Compliance Branch on matters relating to enforcement of The Fisheries Act, 2018;
- Prepares reports on the condition of fishing beaches;

- Investigates and reports on the loss of fishing equipment;
- Supports the implementation of activities to ensure the adaptation of local and international seafood standards through the organization of workshops, seminars and training courses
- Performs any other related duties which may be assigned by the Senior Fisheries Extension Officer.

Required Knowledge, Skills and Competencies

Core

- Oral Communication
- Written Communication
- Customer & Quality Focus
- Problem Solving and Decision Making
- Initiative
- Integrity
- Interpersonal Skills
- Teamwork & Cooperation
- Impact and Influence
- Compliance
- 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 Policies, Fisheries act, GOJ Staff Orders,)
- Good programme development and project management skills
- Sound knowledge of local and international capture fisheries production
- Sound knowledge of Fisheries Laws and Regulations, regional and international conventions and agreement,
- Working knowledge of economics and business management principles and practices
- Use of Technology; Proficiency in relevant (Microsoft Office Suite)

Minimum Required Qualification and Experience

- Bachelor's Degree in Marine Biology or related discipline from a recognised institution
- Two (2) years work experience in a similar field

Special Conditions Associated with the Job

- Exposure to challenges and crises which require response at very short notice
- Required to work in 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

9. Capture Fisheries Extension Officer (Level 6)

Job Purpose

Under the supervision of the Senior Capture Fisheries Extension Officer, the Fisheries Extension Officer has responsibility for the implementation of extension service strategies and programmes at the parish level in order to ensure proper conservation, protection and management of the natural (marine and inland) fishable resources.

The incumbent implements programmes to ensure technology transfer, training, capacity building and the facilitation of interventions to support the development and efficient operation of capture fisheries within the parish. He/she facilitates licensing of fishers and provides feedback on the impact of extension policies at the parish level, thereby creating linkages between the needs of the sector and research activities.

Additionally, the incumbent provides ongoing support for the development and implementation of relevant programmes and projects of the National Fisheries Authority (NFA).

Key Responsibilities

Technical/Professional

- Provides input in the preparation of annual, quarterly and monthly reports;
- Assists in the implementation of an emergency management response plan for the Authority;
- Liaises with government and non- governmental organisations concerned with the conservation and sustainable utilization of marine species;
- Provides technical training to fishers;
- Facilitates the licensing of fishers and collaborates with the Licensing and Registration Unit for issuance of licences, authorizations and permits;
- Participates in the review of policies relating to the fisheries sector in light of globalization trends, as well as conservation and management measures;
- Supports the implementation of capture fisheries extension activities;
- Participates in the dissemination of information and the transfer of technology to fishers and other relevant stakeholders;
- Supports the implementation of educational programmes relating to fisheries management, development and conservation.
- Collaborates with the Compliance Branch on matters relating to enforcement of The Fisheries Act, 2018;
- Prepares reports on the condition of fishing beaches;
- Investigates and reports on the loss of fishing equipment;
- Supports the implementation of activities to ensure the adaptation of local and international seafood standards through the organization of workshops, seminars and training courses
- Performs any other related duties which may be assigned by the Senior Fisheries Extension Officer.

Required Knowledge, Skills and Competencies

Core

- Oral Communication
- Written Communication
- Customer & Quality Focus
- Problem Solving and Decision Making
- Initiative
- Integrity
- Interpersonal Skills
- Teamwork & Cooperation
- Impact and Influence
- Compliance
- 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 Policies, Fisheries act, GOJ Staff Orders,)
- Good programme development and project management skills
- Sound knowledge of local and international capture fisheries production
- Sound knowledge of Fisheries Laws and Regulations, regional and international conventions and agreement,
- Working knowledge of economics and business management principles and practices
- Use of Technology; Proficiency in relevant (Microsoft Office Suite)

Minimum Required Qualification and Experience

- Bachelor's Degree in Marine Biology or related discipline from a recognised institution
- Two (2) years work experience in a similar field

Special Condition Associated with the Job

- Exposure to challenges and crises which require response at very short notice
- Required to work in 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

10. Aquaculture Officer (Level 6).

Job Purpose

Under the general direction of the Senior Director, Aquaculture Planning, Development & Management (Level 9), the Aquaculture Officer (Level 6), has responsibility for assisting in the development and implementation of aquaculture management plans, thus ensuring that aquaculture is developed and conducted in a responsible manner.

The incumbent participates in monitoring the performance of plans as well as adherence to environmental standards for aquaculture activities; assists senior officers and relevant agencies in managing the inflow and outflow of water to fish farming areas and assists in designing plans to respond to emergencies in the sector including disease outbreaks, natural disasters and pollution spills.

The incumbent also provides ongoing support services for the development and implementation of the programmes and projects of the National Fisheries Authority (NFA).

Key Responsibilities

Technical/Professional

- Undertakes the formulation of preliminary management development plans for the farming of tilapia, shrimp and ornamental fish in coastal and inland areas as well as for mariculture in the assigned geographical zone;
- Collects and provides data on the ecological, social, economic and biological characteristics of the environment within the assigned geographical area to inform the identification of core zones for different aquaculture activities;
- Assists in analyzing data for core zones and in recommending plans and management measures to effect improvements;
- Implements and monitors specific aquaculture management and development planning activities for the core zones;
- Disseminates development planning information to economic interests, fish farmers and other stakeholders within the zone to stimulate interest;
- Examines proposals submitted by potential fish farmers for the development of aquaculture within the core zones and advises the Senior Aquaculture Management Officer on economic feasibility;
- Liaises and coordinates with relevant Agencies such as NEPA on environmental and land use issues and assists in designing and implementing plans to ensure the best utilization of lands in the zones for aquaculture development;
- Participates in the development and implementation of aquaculture specific emergency management plans to respond to incidents such as natural disasters, disease outbreaks and pollution spills;
- Makes recommendations to the Senior Aquaculture Management Officer for the institution of controls such as buffer zones to manage water supplies to fish farming areas to prevent the input of pesticides as well as the outflow of pollutants;
- Participates in the development of fish farm quality standards and the design of systems and procedures to monitor their implementation;
- Makes recommendations for the review of standards to maintain the quality of fish farms based on feedback/data received from other Branches within the Division;
- Provides technical information and advice to the Director, Aquaculture Planning, Development & Management, through the Senior Aquaculture Management Officer on the zoning and expansion of fish farming in the assigned geographic area;
- Attends local, regional and international training seminars, workshops and conferences to keep abreast of best practices in aquaculture management planning;
- Participates in local workshops and seminars to share global practices relating to aquaculture planning, development and management;
- Participates in the revision of policy guidelines in order to meet the global changes in the aquaculture sub-sector;
- Performs other duties which may be assigned from time to time by the Senior Aquaculture Planning Officer or other senior officers of the Branch/Division;

Required Knowledge, Skills and Competencies

Core

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

- Initiative
- Managing External Relationships
- Analytical Thinking

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 knowledge of Aquaculture planning and management protocols
- Good knowledge of fish farm standards and quality assessment methodologies.
- Understanding issues of relevance to responsible aquaculture including environment and social issues.
- Use of Technology Proficiency in the use of relevant computer applications (Microsoft Office Suite)

Minimum Required Qualification and Experience

- First Degree in the Natural/Social Sciences or in a related discipline with specialized training in Fisheries (Aquaculture/Natural Resources) Management and Conservation
- Two (2) years experience in a comparable working environment

Special Condition Associated with the Job

- Exposure to harsh working environment (e.g. aquatic and offshore areas)
- Extensive periods in the field during terrestrial operations
- Exposure to hostile clientele and situations where safety and security may be at risk
- Required to travel island-wide, including travel to remote locations and also travels overseas to regional and international meetings and conferences

11. Inventory Officer (Level 4)

Job Purpose

Under the direct supervision of the Director, Facilities, Property and Transport, the Inventory Officer is responsible for establishing and maintaining inventory records of the Authority's furniture, equipment and assets. The incumbent is also responsible for identifying and recommending equipment, furniture and assets that should be Board of Survey to the relevant authorities utilizing Government of Jamaica's guidelines.

Key Responsibilities

Technical/Professional

- Maintains systems procedures and activities to facilitate the optimum levels of inventory control for the NFA
- Develop and maintain database of all government furniture, equipment and other assets
- Maintains and secures all inventory records in Head Office and all outstations
- Monitors location of all furniture, equipment and government assets
- Develops and maintains Master Inventory of furniture, equipment and assets of the Authority's Head Office and all outstations
- Updates Master Inventory records electronically and manually.
- Identifies and recommends all repairs and Board of Survey to the relevant authorities
- Installs and maintains all location records within the Authority's government furniture, equipment and assets
- Prepares report on all equipment and furniture that are to be repaired/ Board of Surveyed
- Ensures that the proper protocol is utilized to dispose of Government's assets.
- Travels island wide to conduct inventory duties.
- Liaises with members of staff to ensure proper usage of government furniture, equipment and assets
- Examines supply invoices and compares with purchase orders.
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Communicating Effectively
- Working Collaboratively
- Effective Decision Making
- Ensuring Value for tax payer's money
- Resource mobilization
- Providing Quality Service

Technical

- Operations and Maintenance
- Space management
- Occupational Health and Safety
- Risk Analysis and Mitigation
- Crisis Management

Minimum Required Qualification and Experience

- Diploma in Inventory Management, Business Management or related disciplines from a recognized institution.
 - Two (2) years experience in a comparable working environment.
- OR**
- Certificate in Inventory Management, Business Management or related disciplines from a recognized institution.
 - Four (4) years experience in a comparable working environment.
- OR**
- Four (4) CXC or GCE O levels including English Language and Mathematics.
 - Five (5) years experience in a comparable working environment.

Special Condition Associated with the Job

- Exposure to dust, harmful chemicals
- Required to visit the stockroom, a non-office environment.
- Some lifting may be required.
- Required to travel islandwide.

12. Aquaculture Technician (Level 3)

Job Purpose

Under the supervision of the Aquaculture Farm Manager, the Aquaculture Technician ensures the husbandry and production of food fish, ornamental fish, molluscs and crustaceans to facilitate production and research related activities. The incumbent also ensures the maintenance of production and farm facilities.

Key Responsibilities

Technical/Professional

- Seines fish ponds by using seines of various types and other fish handling equipment;
- Catches, grades and manually separates male and female fish;
- Samples fish to obtain data for growth rate;
- Catches, grades and stocks seed stock into production units;
- Feeds juvenile and adult fish;
- Prepares production and maintains production units;
- Cannibalizes brood ponds to remove recruited fish;
- Maintains infrastructure associated with production units;
- Assists in the construction/preparation of gear/material associated with the production of aquaculture products;
- Catches, prepares and accompanies seed stock to various fish farms/aquaculture facilities for stocking;
- Samples and restocks production units for new farmers, under the supervision;
- Assists in the recording/collection of data;
- Collects water quality and environmental data and forwards same to supervisor in established format;

- Collects fish of various species from farms and makes available to the laboratory for testing and research purposes;
- Assists with the maintenance of aquaculture farm equipment;
- Undertakes regular monitoring of fish being farmed;
- Maintains record of activities undertaken and ensures that these are kept secure and accessible at all times;
- Prepares and submits reports to the Aquaculture Farm Manager for higher level planning activities;
- Liaises with Supplies Clerk to ensure the delivery of supplies and equipment from stores;
- Reports maintenance needs of project equipment;
- Demonstrates fish farming practices at workshops/seminars;
- Assists in setting up booth, production units and display for exhibitions;
- Performs any other related duties which may be assigned from time to time by the Senior Research Officer.

Required Knowledge, Skills and Competencies

Core

- Oral Communication
- Written Communication
- Interpersonal Skills
- Customer & Quality Focus
- Problem Solving & Decision Making
- Teamwork & Cooperation
- Integrity
- Initiative

Technical

- Good knowledge of the Fisheries Act and related regulations and guidelines
- Good knowledge of the policies and procedures of the National Fisheries Authority
- Sound knowledge of Aquaculture production techniques and systems
- Knowledge of Fish Farm Management practices.

Minimum Required Qualification and Experience

- Completion Secondary School education
- Demonstrated experience in fish farming

Special Condition Associated with the Job

- Exposed to long periods in direct sunlight
- Exposure to harmful chemicals such as caustic soda
- Exposed to long periods in water with high phytoplankton bloom and nutrient loads
- May encounter predatory animals

13. Bulldozer Operator (Level 2),

Job Purpose

Under the direction of the Aquaculture Extension Officer (Level 6), the Bulldozer Operator, is responsible for the operation of a bulldozer to prepare land for pond construction.

Key Responsibilities

Technical/Professional

- Operates bulldozer for the clearing of land;
- Builds and renovates fish ponds;
- Maintains logbook and prepares reports on the operation of the bulldozer;
- Maintains and services bulldozer;
- All major repairs required for the operation of the bulldozer are reported;
- Performs any other related functions assigned.

Required Knowledge, Skills and Competencies

Core

- Oral Communication
- Written Communication
- Problem Solving & Decision Making
- Customer & Quality focus
- Interpersonal Skills
- Teamwork & Cooperation
- Initiative
- Integrity

Technical

- Knowledge of the operations of Government/Knowledge of the Authority's policies and procedures
- Proficient driving skills
- Proficient in basic mechanics.
- Excellent driving skills
- Proficient in basic mechanics.
- Knowledge of the operations of Government/Knowledge of the Authority's policies and procedures

Minimum Required Qualification and Experience

- Secondary School Certificate
- Possession of a valid General Driver's License endorsed to allow for the operations of a Bulldozer
- Two (2) years work related experience

Special Condition Associated with the Job

- Working long hours in sun, heat and dust.

Applications accompanied by detailed résumés, including the names of two (2) referees, should be submitted **no later than Thursday, 30th July 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)**