



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 170 **OSC Ref. C.4858⁵³**

7th September, 2026

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill/ be assigned following posts in the **National Fisheries Authority**:

1. **Quality Management Officer (Level 8) (not vacant)**, salary: \$5,198,035 per annum.
2. **Compliance Officer (Level 5) (Trelawny Division) (vacant)**, salary: \$2,803,771 per annum.
3. **Messenger (Level 1) (not vacant)**, salary: \$969,653 per annum.
4. **Office Attendant (Level 1) (vacant)**, salary: \$969,653 per annum.

1. Quality Management Officer (Level 8)

Job Purpose

Under the direct supervision of the Chief Executive Officer (CEO), the Quality Management Systems Officer is responsible for safeguarding the quality and sustainability of the Fisheries Industry. To coordinate all activities related to the quality assurance programme of the National Fisheries Authority, in ensuring that fish and fishery products in Jamaica meet the highest quality standards throughout the supply chain, while promoting responsible fishing practices.

Key Responsibilities

Management/Administrative:

- Prepares and achieve budget and forecast for QMS;
- Develops and maintain strong relationships with internal and external stakeholders to ensure optimal performance;
- Works collaboratively, negotiate and engage with key stakeholders to facilitate delivery and compliance with the quality strategy;
- Investigates complaints and delays, identify conflicts in the implementation schedules or activities and recommend corrective action;
- Liaises and communicate with other Divisions, Government Departments, entities and service providers;
- Works as part of the Management Team to share ideas and improve operations, recommending, supporting, and implementing continuous improvement activities and process and procedure improvements to optimize results and improve quality of delivery, in line with quality standards requirements delivery and line with NFA and customer requirements;
- Communicates with personnel at all levels, internally and externally, to the NFA concerning quality matters;
- Monitors the implementation of QMS policies;
- Works with other Divisions and Branches within the organization to identify process improvements and improve standards, efficiency, and profitability;
- Reports to top management on the performance of the QMS, including achievement of targets, operational progress, risks, issues, major setbacks, resource constraints and significant deviations from agreed objectives/targets/actions and identify any actions required;
- Ensures that the Section operates under any health, safety and environmental policies and procedures to ensure the safety and well-being of staff and visitors;
- Determines appropriate follow-up action necessary to achieve compliance and ensure documentation preparation;
- Plans and implement the activities of the QMS to agreed timescales;

- Attends various meetings and action/communicate instructions;
- Prepares weekly, monthly, quarterly, and annual reports;
- Ensures that all required processes, systems, and controls are in place within the Section to enable the achievement of its objectives effectively and efficiently and ensure the effective and efficient use of resources;
- Ensures that appropriate communication and knowledge management systems are in place within the Section and with other internal or external Units and Divisions/Branches to facilitate the sharing of relevant information in an accurate and timely manner;
- Ensures that the work of the Section is adequately documented to facilitate the development of operational manuals, outlining applicable policies and procedures for the operational activities, with the view to amalgamating them into a single Operations Handbook for National Fisheries Authority;
- Develops, monitor, and coordinate budget preparation and monitoring and signs off on related requisitions for the Section/Branch.

Technical/Professional:

- Contributes to creating and implementing best practice capacity planning vision, strategy, policies, processes, and procedures to aid and improve operational performance;
- Contributes to new business initiatives and projects and review and communicate the impact on the Quality Management Systems (QMS);
- Ensures that the Authority's Quality Management System conforms to the customer, internal, ISO 9001:2015, and regulatory/legal requirements;
- Develops the Management Systems strategy and the management arrangements for key milestones, demonstrating solid progress against the plan;
- Manages the activities and functions, analyses workload, determines priorities and monitors adherence to standards, regulations, and guidelines;
- Maintains a comprehensive Quality Management Programme, including policies, procedures, standards, and compliance inspections and serves as the primary quality control resource for problem identification, resolution, loss reporting and continuous improvement;
- Interprets policy directives and reviews requests for ISO QMS implementation for adherence to Government's policies and guidelines;
- Provides technical direction, overall technical support, management, and oversight of ISO QMS implementation, including training, guidance, and methodologies;
- Supervise data collection, completion and dissemination, analyses data to identify areas for improvement and recommends and monitors corrective and preventative initiatives;
- Interacts with internal and external stakeholders concerning problems or complaints to ensure effective corrective actions and feedback and identify quality improvement opportunities;
- Leads research and planning activities on ISO QMS implementation trends, management and assessment issues and oversees the outcome of risk analysis and mitigation strategies, related reports, and technical documents;
- Documents key impacts and lessons emerging from research done;
- Analyzes current ISO QMS practices, programmes, and procedures to identify the need for modification in keeping with international practices and procedures;
- Implements all relevant procedures described in the Quality Management System (QMS);
- Ensures that all in-house systems and procedures are updated, revised, and modified to meet the needs of external certification bodies;
- Continuously improves documentation design, review, and storage guidelines;
- Updates quality documentation and communicate lessons learned from quality concerns;
- Ensures that all necessary systems and procedures are in place to satisfy all customer requirements and audits;
- Oversees inspection (examination) of incoming materials, ensuring they meet requirements;
- Manages the audit non-conformity database and provide detailed analysis of nonconformities;
- Ensures corrective actions are undertaken to address non-conformities found;
- Verifies closure of non-conformities with Certification Bodies;
- Ensures ongoing compliance with the QMS ISO 9001:2015;
- Introduces new systems and procedures, where appropriate;
- Undertakes, participate, and lead regular internal and process audits of QMS and support external audits;
- Manages the monitoring, measurement, and review of internal processes, especially those that affect the quality of the organization's operations;

- Convenes workshops on ISO QMS issues and makes presentations and reports, as required;
- Coordinates the delivery of ISO QMS training sessions for the NFA;
- Trains the QMS Team in all aspects of the quality system and application of procedures;
- Holds quarterly audit performance meetings within the NFA and with Certification Bodies;
- Develops, prepare, revise, and implement a plan for ISO Quality Management Systems certification or re-certification of the NFA;
- Undertakes continuous training and development and keep up to date with industry knowledge, standards, regulations, laws, and issues to improve work quality and the NFA's service quality;
- Ensures that best practices and established international standards and practices are currently utilized;
- Produces written reports and make presentations;
- Conducts risk assessments of processes and tasks in the Section.

Required Knowledge, Skills and Competencies

Core:

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

Technical:

- Strong Judgment, problem solving analytical and decision-making skills
- Sound knowledge of practices, procedures, and techniques involved in organizational assessment, planning and research, is quality conscious and thorough in the approach to organizational activities.
- Proficiency in collecting, analyzing, reporting and interpreting data on industrial relations trends within the NFA.
- Solid understanding of the product development and management lifecycle
- Excellent knowledge of the quality management system, auditing experience and managing audit programmes
- Detailed understanding of ISO 9001:2015
- Sound knowledge of Customs Act and Regulations, Executive Agency Act and related Legislations.
- Knowledge of the Fisheries Act 2018 and other relevant legislations, policies, guidelines of the National Fisheries Authority
- Use of Technology:
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- First Degree in Quality Management, Public Administration, Business Administration or related technical field
- Plus**
- Four (4) years of working experience in Quality Assurance/Quality Control with at least two (2) years in a supervisory/managerial role
 - Supervisory Management training/experience
 - Auditing certification or demonstrated experience
 - Project Management certification or demonstrated experience
 - Quality Assurance & Control related Certification (CQA) or demonstrated experience
 - Specialized training in ISO QMS, strategic planning and/or management

Special Condition Associated with the Job

- Normal office conditions.
- May be required to work beyond regular working hours, weekends and public holidays.
- Spend long hours sitting and using office equipment, computers and attending sessions.

2. Compliance Officer (Level 5)

Job Purpose

The Compliance Officer is responsible for the enforcement of the provisions of The Fisheries Act, 2018, which facilitates efficient and effective management and sustainable development of fisheries, aquaculture and other related activities in accordance with internationally recognized norms and best practices.

The post supports the protection and conservation of the delicate ecosystem from offshore and coastal to inland areas, including riverine and aquaculture systems. It also supports Jamaica's obligations to international compliance arrangements.

Key Responsibilities

Technical/Professional:

- Stops, boards and searches any vessel or conveyance, whether local or foreign, in Jamaican waters;
- Enters and searches any aquaculture facility to ensure compliance with the provisions of The Fisheries Act, 2018;
- Inspects and takes samples, copies of documents and other information from any vessel, conveyance, aquaculture facility or other related places;
- Investigates complaints, detains violators, prepares briefs and present evidence in Court on behalf of the Authority;
- Patrols, inspections and investigations conducted in accordance with The Fisheries Act, 2018;
- Fishing vessels, conveyances, gears, aquaculture facilities, processing facilities, hotels, restaurant inspections;
- Fishing activities, rivers, watersheds and coastal areas monitored in accordance with the laws;
- Vessel or conveyances transported, controlled or immobilized;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Oral Communication
- Written Communication
- Interpersonal Skills
- Customer & Quality Focus
- Problem Solving Skills
- Teamwork & Co-operation
- Integrity
- Initiative
- Analytical Skills
- Compliance
- Managing the Client Interface
- Managing Partners
- Impact and Influence
- Methodical

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,)
- Enforcement, Compliance Investigatory Techniques
- Report Writing Techniques
- Conflict Resolution/Mitigation Techniques.
- Use of Technology: Proficiency in relevant computer software applications.

Minimum Required Qualification and Experience

- Associate Degree in Natural/Social/Agriculture/Maritime Sciences or a related field.
- At least two (2) years' experience in enforcement or a comparable working environment.

OR

- Diploma in Natural/Social/Agriculture/Maritime Sciences or a related field
- Three (3) years' experience in a comparable working environment.

OR

- Certificate of graduation from Police or Military Academy
- Five (5) years full time in law enforcement experience
- Experience in law enforcement in Jamaica's maritime space will be an asset

Special Conditions Associated with the Job

- Position involves extensive fieldwork including visiting fishing beaches, fish landing sites and aquaculture farms, island wide.
- May occasionally be exposed to situations, where personal safety and security may be at risk.
- May occasionally be required to work on weekends.
- Exposure to hostile clientele and working in volatile communities.

3. Messenger (Level 1)

Job Purpose

Under the supervision of the Administrative and Office Services Manager, the Messenger is responsible for the transportation of official documents and mail in a safe manner, while ensuring that his Motor Bike is kept clean and mechanically sound.

Key Responsibilities

Technical

- Assists in the maintenance of the Authority's Motor Bike;
- Transports small items and packages for official functions and assignments, as required;
- Ensures that mail is delivered to their correct address;
- Maintains proper records of daily assignments in Log Book;
- Ensures the efficient operation of the Authority's Motor Bike and accepts responsibility for same and its accessories;
- Observes vehicular and traffic regulations;
- Uses Advanced Card issued for purchase of fuel efficiently and returns all receipts to the Supervisor;
- Reports all Motor Bike defects as soon as observed to the Supervisor and records incidents in Log Book;
- Reports all accidents to the Police and to the Supervisor and ensures that the correct accident protocol is followed;
- Completes the service and repair records for the Motor Bike assigned;
- Ensures that the Motor Bike are properly licensed, insured and Certificates of Fitness is up to date;
- Ensures that goods and services are collected, as necessary;
- Performs other assigned duties.

Required Knowledge, Skills and Competencies

Core:

- Oral Communication
- Written Communication
- Problem Solving and Decision Making
- Customer & Quality
- Initiative
- Integrity
- Compliance
- Interpersonal Skills

Technical:

- Knowledge of the operations of the Authority's transportation procedures
- Defensive riding skills
- Proficiency in basic mechanics

Minimum Required Qualification and Experience

- Basic GOJ requirements for Entry to the Civil Service
- Valid Motor Bike License.
- Two (2) years experience in similar position.
- Understanding of Basic Mechanical Operations would be an asset

Special Conditions Associated with the Job

- Extensive travelling
- May have to work for extended hours and on weekends and public holidays

4. Office Attendant (Level 1)**Job Purpose**

Under the supervision of the Office Services Supervisor, the Office Attendant is responsible for providing support services by cleaning, dusting and maintaining the office, office furniture and its environs. There is the requirement to prepare and serve refreshments, as required.

Key Responsibilities

- Wipes, cleans and mops floor of offices and its environs;
- Cleans office furniture, equipment and fixtures;
- Washes and sanitizes utensils and kitchenette;
- Secures utensils and provisions supplied for the serving of refreshments;
- Prepares and serves refreshments;
- Disposes of waste from garbage bins;
- Sorts and collects mail;
- Circulates and delivers mail and memoranda;
- Assists with photocopying and binding documents;
- Collects and delivers toiletries;
- Takes documents and files to other offices on the compound and where appropriate, to Photocopy Room and back to office;
- Books appointments for meetings in Conference Rooms;
- Assists in directing visitors and staff;
- Attaches notices to internal boards and updates display boards weekly;
- Collects and delivers files, as requested;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies**Core**

- Oral Communication
- Problem Solving & Decision Making
- Interpersonal Skills
- Teamwork & Cooperation
- Initiative
- Integrity
- Compliance

Technical

- Basic understanding of the operations of the NFA
- Knowledge of office cleaning practices and procedures

Minimum Required Qualification and Experience

- Basic Civil Service Entry requirements with ability to read and write.
- Knowledge of house-keeping practices and procedures would be an asset.

Special Conditions Associated with the Job

- Possible exposure to harmful chemicals fumes and dust.

Applications accompanied by résumés should be submitted **no later than Friday 18th September, 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)**