NATIONAL FISHERIES AUTHORITY

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ANY REPLY OR SUBSEQUENT REFERENCE TO THIS COMMUNICATION SHOULD BE ADDRESSED TO THE **CHIEF EXECUTIVE OFFICER** AND THE FOLLOWING REFERENCE QUOTED.

April 22, 2025

The National Fisheries Authority is inviting applications from suitably qualified and experienced persons to fill the following position:

BUSINESS SYSTEM ANALYST (LEVEL 7)
SALARY SCALE ($4,266,270- $5,737,659) PER ANNUM

IF YOU BELIEVE YOU POSSESS THE ABOVE QUALITIES AND A STRONG DESIRE TO HELP THE AUTHORITY FULFILL ITS MANDATE, SUBMISSION OF APPLICATIONS ACCOMPANIED BY DETAILED RESUME INCLUDING THE NAMES OF TWO (2) REFEREES SHOULD BE SUBMITTED VIA THE WEB NO LATER THAN FRIDAY, MAY 9, 2025 TO:

SENIOR DIRECTOR
CORPORATE SERVICES DIVISION
NATIONAL FISHERIES AUTHORITY
2C NEWPORT EAST
KINGSTON 11
 E-MAIL: fisherieshr@nfa.gov.jm

We appreciate your interest in these positions; however, only shortlisted applicants will be contacted.

Business System Analyst
JOB PURPOSE

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

KEY RESPONSIBILITIES

Management / Administrative Responsibilities

- Supports the ICT Director in the smooth and efficient operation of the Branch through managing daily section operations.
- Establishes and implements systems for reporting of work done against stated and agreed work plans.
- Provides technical advice to the Chief Executive Officer, Principal Director of Corporate Services, other Directors and Managers and staff on matters relating to ICT.
- Facilitates the development of a robust and resilient ICT infrastructure through proper planning, forecasting and adherence to international standards in design and implementation.
- Plans the development of a Wide Area Cloud Network (WAN) linking the Authority with all its portfolio entities and develops protocols governing the exchange of information and communication between them.
- Provides technical expertise to the Authority and related entities to provide adequate ICT services to these entities and to chart the course for the eventual integration of the networks.
- Manages the development of security strategies to protect the network and data.

Technical/ Professional Responsibilities

- Analyses business systems to determine effectiveness.
- Designs and implements process improvement changes throughout the Authority.
- Collaborates with technology teams and business users to manage implementation, training options and support.
- Reviews existing systems by applications demos and meeting IT personnel.
- Performs gap analysis and defines requirements to address the gaps.
- Develops system specifications and recommends application software development.
- Manages the implementation of system changes through automation, process change management solutions and training.
- Manages diagnostic investigations of programme errors and recommends methodologies for resolution.
- Prepares various documentation including project reports, process flows and presentations, strategic and technical plans, and other related information on assigned application analysis.
- Negotiates with vendors regarding the procurement of software and other applications.
- Develops Requests for Proposals (RFP);
- Ensures compliance with contract specifications.
- Collaborates in the planning, designing, development and deployment of new applications, and enhancements to existing applications.
- Participates in the formulation of the IT business strategy and planning to ensure the Information Technology Applications have the appropriate resources to provide the highest level of customer service.
- Develops specifications for application software to be acquired.
- Evaluates proposals / applications to determine the most suitable option.
- Makes recommendations to Information & Communication Technical Manager re selection of software.
- Keeps abreast of current developments in application software.
- Develops conceptual and physical designs that reflect the requirements of the Authority.
- Coordinates the compilation of content for the websites and intranets.
- Ensures that websites and intranets are maintained and kept current.
- Conducts demonstrations of the products.
- Liaises with members of the End User Support and Infrastructure Services concerning the implementation and on-going maintenance of the websites and intranets.

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Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports; prepares performance appraisal and recommends and/or initiates corrective action where necessary to improve performance.
- Participates in the recruitment of staff for the branch and recommends promotion, termination and leave in accordance with established human resource policies and procedures.
- Develops, with the Human Resources Branch, and implements a succession planning programmed to facilitate continuity and the availability of required skills and competencies to meet the Authority's needs.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring, and coaching.
- Ensures the welfare and developmental needs of staff in the section are clearly identified and addressed.
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Section's and organization's goals.

Other Responsibilities

- Performs other related functions assigned from time to time by the ICT Manger

AUTHORITY

- Specifies scope or boundary of the proposed information system.
- Recommends conceptual design of the system, and conceptual and physical designs of websites and intranets.
- Recommends database and programming software best suited to users' needs and requirements.
- Determines time and cost required to complete database and computer application projects.
- Determines the suitability of security measures to be employed to protect vulnerable data and information.
- Recommends the recruitment and training of team members.
- Recommends vacation/departmental leaves.

PERFORMANCE STANDARDS

- Sound technical advice provided to management and staff.
- Information system in line with cutting edge technology and best practice
- End user training conducted as required.
- Computerized information applications to support decision- making in accordance with users' requirements.
- Secure, timely, user-friendly website and intranet in place
- Databases are secure and accurately maintained.
- Specifications for hardware and software follow contract specifications
- Reports are accurate and comprehensive and are produced in accordance with agreed time frame.
- Performance appraisal conducted in accordance with established standards.

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REQUIRED SKILLS/COMPETENCIES

The Performance Management and Appraisal System: Guideline System and Reference Manual – Competency Framework informed the following with grade '1' being the lowest and '3' or '4' the highest

Core Competency	Required Level (1-4)	Technical Competency	Required Level (1-4)
Oral Communication	3	Financial & Business Acumen.	3
Written Communication	3	Knowledge of components and capabilities of business information system design, analysis and implementation techniques	3
Interpersonal Skills	3	Knowledge of Architectural/infrastructural concepts	3
Customer & Quality Focus	3	Program analysis, development and testing skills.	3
Planning and organizing	3	Knowledge of Structured Design and programming	3
Problem Solving & Decision Making	3	Knowledge of Microsoft SQL Server 2000/2003 Database	3
Teamwork & Cooperation	3	Knowledge of Programming with Microsoft Visual Basic.NET	3
Integrity	3	Knowledge of Integration of multi-vendor application software.	3
Initiative	3	Use of Technology	3
Adaptability	3		
Analytical Thinking	3		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- A bachelor's degree in management information systems or computer Science
- Training in Windows, Open Source and /or Enterprise Database Management Systems
- Two (2) years application development experience

                    OR

- Associate degree in management information systems or computer Science
- Training in Windows, Open Source and /or Enterprise Database Management Systems
- Four (4) years application development experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal office environment
- Required to travel locally.
- Critical deadlines to be met.