



NATIONAL FISHERIES AUTHORITY

HEAD OFFICE | 2C NEWPORT EAST, KINGSTON 11, JAMAICA

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AQUACULTURE BRANCH | TWICKENHAM PARK, P.O. Box 833, SPANISH TOWN, ST. CATHERINE

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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 positions:

COMMITMENT CONTROL OFFICER (LEVEL 6)
SALARY SCALE (\$3,501,526- \$4,709,163) 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.

Commitment Control Officer

JOB PURPOSE

Under the direct supervision of the Director, Management Accounts (Level 8), the Commitment Control Officer (Level 6) is responsible for the maintenance of an effective cash management system and for controlling expenditure within the limits of the approved budget and warrant allocation in respect of the Authority's Recurrent and Capital A and B heads.

KEY RESPONSIBILITY AREAS: -

Management/Administrative Responsibilities

- Manages in the commitment planning process and in the determination and classification of commitments according to the following categories:-
 - Inescapable
 - Priority
 - Other
- Assists the Directors of Management and Financial Accounts in the planning and utilization of available cash based on the level and categories of outstanding commitments
- Advises the Director of Management Accounts of slow moving activities and projects from which funds can be vired to satisfy the need of activities/projects that are urgently in need of funds

Technical/Professional Responsibilities

- Receives commitment requisition from programme managers and conducts classification exercise
- Examines commitment requisitions submitted by programme Managers to see whether funds are available and to approve and block funds where appropriate for such commitment
- Informs Programme Managers of the status of their requisitions and the funds available under their respective programmes
- Ensures the proper maintenance of the Commitment Control Register for the Authority's Recurrent; Capital A and B heads by ensuring that warrant allocations and commitments are posted correctly and promptly
- Submits weekly and monthly reports to the Director of Management Accounts on the position of un-discharged commitments
- Provides monthly status report on Unit activities

HUMAN RESOURCE RESPONSIBILITIES

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and or initiates corrective action where necessary to improve performance and or attaining established personal and or organizational goals
- 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 Division/Unit 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.

OTHER RESPONSIBILITIES

- Performs other related duties as directed by Director, Management Accounts.
- Coordinates and compiles Procedural Manual insert for the commitment Unit
- Overseas the completion of Journal Vouchers to clear advances

PERFORMANCE STANDARDS

- Commitments identified and classified in required category and in accordance with set policies and procedures
- Procedural Manual Insert completed within the given timeframe
- Adequate controls and tracking systems implemented and commitment control register maintained accordingly and in accordance with the stipulated guidelines
- Commitment plan prepared within the agreed timeframe
- Commitment requisition approved within the agreed timeframe
- Commitment reports are up to date and reconciled within the agreed timeframe
- Financial accounting records are accurately and comprehensively prepared in accordance with the FAA Act and established policies and procedures within the given timeframe
- Staff needs clearly identified and addressed in timely manner
- Warrant file properly maintained
- Files and records properly maintained
- Inputting of vouchers effectively monitored
- Timely inputting of incoming bills to Payment Tracking System

REQUIRED 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 (<i>Technical Skills</i>)	Required Level (1-4)
Oral Communication	3	Knowledge of procurement guidelines	3
Written Communication	3	Excellent knowledge of Government of Jamaica’s accounting and financial principles, procedures and standards	3
Interpersonal Skills	3	Excellent knowledge of the financial Administration and Audit (FAA) Act as well as other financial regulations and guidelines	3
Customer & Quality Focus	3	Working knowledge of the Fisheries Act, Policies & Regulations of the NFA.	3
Integrity	3	Use of Technology: Proficiency in the use of relevant accounting software	3
Initiative	3		
Planning and organizing	3		
Problem Solving & Decision Making	3		
Teamwork & Cooperation	3		
Compliance	3		

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Bachelor's Degree in Accounting or equivalent qualifications from a recognized institution Successful completion of the required Government Accounting Certificate
Two (2) years experience in a comparable working environment

OR

Associate Degree in Accounting or equivalent qualifications from a recognized institution Successful completion of the required Government accounting Certificate
Four (4) years experience in a comparable working environment

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Typical office environment

Regularly spends long hours sitting and using office equipment and computers

Regularly spends long hours in intense concentration reviewing and entering warrant information into a computer

May be required to work weekends and public holidays May be required to travel to outstations

AUTHORITY

Recommends vacation/departmental leave

Authorizes payment, journal and receipt vouchers