



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.

June 3, 2025

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

DIRECTOR, STRATEGIC PLANNING, PERFORMANCE MONITORING & EVALUATION (LEVEL 8) (NOT VACANT)

SALARY SCALE (\$5,198,035- \$6,990,779) 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, JUNE 13, 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.

Director, Strategic Planning, Performance Monitoring & Evaluation (Level 8) (Not Vacant)

JOB PURPOSE

Under the general direction of the Chief Executive Officer the incumbent is responsible for developing, implementing and maintaining systems and procedures for integrating the Strategic, Operational and Performance Monitoring processes across the National Fisheries Authority (NFA).

The incumbent is responsible for the successful implementation of the Authority's policies, programmes and projects, and ensures that the Strategic and Operational Plans and related budgets are delivered to the required quality and standard and are effective in achieving the stated organizational and national policy objectives.

The incumbent is also required to conduct analyses of the NFA's performance and identify areas for improvement. He/she also participates in the management and implementation of the Performance Monitoring and Evaluation System (PMES) consistent with the National Development Plan (Vision 2030), Government Strategic Priorities and the Authority's strategic priorities.

KEY RESPONSIBILITY AREAS

MANAGEMENT RESPONSIBILITIES

- Exercises responsibility for the day to day setting of priorities and objectives.
- Plans, organizes and manages the work schedule for the Performance Monitoring & Evaluation activities of the organisation.
- Represents the Authority at meetings, seminars, workshops and conferences.
- Develops, institutes and implements systems and procedures to guide the strategic planning and evaluation processes.
- Guides the implementation of a Performance Monitoring and Evaluation Framework.
- Participates in meetings, workshops, conferences regarding strategic planning and performance management as required;
- Prepares status and situational reports for the Authority and Divisions
- Develops Unit Plan
- Recommends improvements and modifications to the planning format
- Formulates and updates procedure manuals and documents as required

TECHNICAL/PROFESSIONAL RESPONSIBILITIES

- Facilitates, in collaboration with the Senior Management Team, the preparation of the integrated Strategic Business and Operational Plans in accordance with the Government's strategic priorities and the Authority's Mandate and Mission.
- Monitors the strategic planning process to ensure the accurate and efficient integration of targets, indicators and other performance measures within the process.
- Facilitates stakeholder participation in the preparation of the Authority's Strategic Business Plan
- Monitors the research, studies and surveys relating to socio-economic outcomes of services and activities to ensure their alignment to the strategic objectives of the Authority.
- Liaises with the central Ministry and the Performance Management and Evaluation Unit (PMEU) at Office of the Cabinet to ensure that the Strategic Business Plan is driven by stated national policy objectives.
- Collaborates with all policy constituents and all other divisions to develop the Authority's Plans and policies.
- Provides technical support and guidance to the departments in the preparation of their Strategic Business and Operational Plans
- Provides information to relevant stakeholders for speeches, reports and briefs
- Collaborates and assists in the preparation of the Authority's Technical, Annual and Bi-annual Reports
- Participates in the preparation of a plethora of briefs and technical papers

- Assesses and reports on plans from Departments and Agencies to ensure conformity with established policies, directives and overall strategic objectives
- Participates in the monitoring and evaluation of projects undertaken by the Authority and ensures reporting requirements are met
- Keeps abreast of trends and changes in planning and policy development and makes recommendations for their adoption where necessary to enhance the Authority's planning and policy development functions.
- Manages the implementation of the Performance Monitoring and Evaluation System (PMES) for monitoring of progress against set targets and chairs quarterly performance review meetings, retreats and seminars.
- Prepares reports, briefs, presentations, feasibility studies and analyses and other responses to strategic planning issues on behalf of the Chief Executive Officer.
- Ensures that corporate and operational plans are based on key outputs and objectives, that performance targets are set and that plans are linked to budget forecasts.
- Directs and monitors the preparatory process of developing Unit/Divisional plans with
- Reviews plans to ensure that they are consistent with and contribute to wider government priorities.
- Collaborates with Divisional/Unit Heads in identifying research needs in relation to their Division/Unit operations and programmes/projects being implemented.
- Leads in conducting performance surveys and makes recommendations as to findings and adjustment of surveys.

HUMAN RESOURCE MANAGEMENT RESPONSIBILITIES

- Monitors and evaluates the performance of Direct Report
- Provides guidance to direct report through coaching, mentoring, training, helping and support as needed.
- Interprets policy and advises staff on government regulations and guidelines
- Recommends leave, training and disciplinary action for staff supervised in keeping with Human Resource guidelines.
- Evaluates staff and completes Performance Appraisal reports.
- Participates in panels for the recruitment and selection of staff.

OTHER RESPONSIBILITIES

- Performs other related duties that may be assigned from time to time.

AUTHORITY

- Signs letters and documents on behalf of the Senior Director, Corporate Services.
- Reviews all work plans and recommends adjustments.
- Represents the NFA at conferences, seminars and workshops.
- Recommends leave, discipline and promotions.

PERFORMANCE STANDARDS

- Technical advice and recommendations provided on a timely basis in accordance with stated objectives.
- Strategic and Operational Plans developed accurately, in the required format within the required timeframe.
- Planning processes and procedures designed to the required standard and within the agreed timeframe.
- Accurate reports, papers, briefs and presentations prepared, submitted and presented within the stated timeframe and according to guidelines.
- An effective monitoring and evaluation system was established to track the implementation of plans and to provide feedback on performance.
- Reviews, retreats and seminars coordinated and conducted within the required timeframe.
- Databases and recording systems established and updated in keeping with established guidelines and timeframes.
- Effective coaching sessions arranged as required.

- Strong personal and organizational linkages and effective working relations are established with various internal and external stakeholders.
- Cost effective, appropriate and timely responses given to resolve technical problems.
- High achieving organizational culture established and maintained.

REQUIRED COMPETENCIES

CORE

- Excellent leadership, visionary and team building skills.
- Excellent oral and written communication skills.
- Good presentation skills.
- Good problem solving, research, analytical and decision-making skills.
- Excellent time management skills.
- Excellent planning and organizing skills.
- Excellent interpersonal and negotiating skills and group facilitation techniques.
- Ability to exercise initiative and human relations skills.
- Ability to lead and manage change initiatives.
- Ability to plan and organize effectively in a complex environment.

TECHNICAL

- Excellent knowledge of Strategic Planning, Operational Planning and budgeting processes and procedures
- Knowledge of the operations of the NFA, The Staff Orders and Public Service Regulations.
- Proficient in the use of relevant computer applications.
- Knowledge of Performance Monitoring Techniques and their application.
- Knowledge of Research Methodology.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Master of Science degree in business or other social science or any equivalent education from a recognized tertiary institution.
- Specialized training in Strategic Planning and/or Project Management and Statistics.
- At least three (3) years related experience.

OR

- Bachelor of Science degree in business or other social sciences or any equivalent education from a recognized tertiary institution.
- Specialized training in Strategic Planning and/or Project Management and Statistics.
- At least Five (5) years related experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions.
- May be required to work for extended hours to finalize assignments.
- Required to travel locally and overseas for short periods.