



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.

June 3, 2025

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

OFFICE ATTENDANT (LEVEL 1) (FOR THE PERIOD July 28-September 1, 2025)
SALARY SCALE (969,653.00-\$1,304,075.00)

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.

Office Attendant (Level 1) (Not Vacant) (FOR THE PERIOD July 28-September 1, 2025)

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 Responsibility Areas

- 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.

Other Responsibilities

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

Authority

- Nil

Performance Standards

- Floors and environs swept, wiped, cleaned and mopped to the required standard
- Office furniture, equipment and fixtures dusted, polished and sanitized to the required standard on a daily basis.
- Utensils washed and kitchen sanitized to required standards.
- Garbage disposed daily.
- Refreshments, tea, coffee, and water prepared and served to the required standard.
- Documents photocopied and collected within the specified time frame.
- Mail accurately sorted and delivered promptly.
- Appointments scheduled for meetings as directed.
- Internal correspondence delivered professionally in keeping with organizational standards.
- Instructions carried out promptly and accurately.

Required Competencies

Core

- Ability to understand and follow instructions.
- Good interpersonal and people management skills.

- Good communication skills.
- Strong customer relations skills.
- Customer and quality focus.

Technical

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

Minimum Required Qualifications 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.