



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:

QUANTITY SURVEYOR (LEVEL 7) (VACANT)
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, 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.

Quantity Surveyor (Level 7) (Vacant)

JOB PURPOSE

Under the direct supervision of the Facilities, Property and Transport Manager, the incumbent will provide expertise in the drafting of Ministry's construction contracts.

The incumbent will also manage the administration of contracts and appraise/approve contract payments, ensuring compliance with established standards, preparing estimates and bill of quantities, Ministry guidelines and regulations.

KEY RESPONSIBILITY AREAS

Management/Administrative

- Participates in meetings
- Delegates and oversees the functions of reports
- Participates in meetings amongst stakeholders to ensure project objectives are achieved
- Assists in the preparation of operational reports
- Gives assistance in the preparation of Technical Reports for new and ongoing projects

Technical/Professional

- Prepares preliminary estimates for all building and civil engineering works
- Reviews the preliminary development budget to ascertain costing of proposed developments.
- Proactively identify and address space utilization inefficiencies to optimize workplace layouts.
- Develops, monitors and maintains cost records for labour and materials, and for overall contract cost of Ministry's completed designs
- Assists in the coordination of designs for building and subdivision plans to ensure cost efficiency in standards and specifications
- Produces all estimating data for the preparation of programmes and annual budgets
- Validates external bills
- Assists the Civil Engineer in conducting appraisal designs
- Produces designs using AutoCAD and other similar applications
- Interprets blueprints, schematic drawings, payouts and other visual aids
- Participates in evaluations
- Stay current on trends on, flexible workspaces, and smart building technologies to advise on cost-effective solutions.
- Assists with contracts

OTHER RESPONSIBILITIES

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

AUTHORITY

- Recommends Payments
- Approves repairs and bills
- Authorizes expenditure within approved limits

PERFORMANCE STANDARDS

- General services and activities are executed in accordance with established quantity surveying procedures, technical standards and guidelines
- Bills of Quantities are informed and prepared in accordance with standard procedures
- Externally prepared Bills of Quantities are assessed to ensure conformity with established procedures and Authority guidelines
- Implemented projects are assessed to ensure consistency with design specification and cost estimates.
- A team approach is adopted in the planning and administration of Authority's construction contracts.
- Tracks changes to design and construction work and adjusts budget projections accordingly.

- All quantity survey activities are executed within the allotted and agreed timeframes

REQUIRED COMPETENCIES

See PMAS Competency Framework for behavioral attribute levels.

Core Competencies	Level	Technical Competencies	Level
Oral Communication: <ul style="list-style-type: none">• Listens and communicates orally in a manner which is clear, fluent, and to the point and that holds the listener’s attention.	3	Problem Solving and Decision making: <ul style="list-style-type: none">• Strong Judgment, problem solving analytical and decision-making skills	3
Written Communication: <ul style="list-style-type: none">• Clearly and fluently expresses oneself in writing, and in producing correspondence which is readily understood by the intended recipient•	3	Planning and Organizing <ul style="list-style-type: none">• Highly developed Project Planning and Management Skills.	3
Leadership: <ul style="list-style-type: none">• The ability to provide vision, direction, allocate responsibilities, delegates and motivate staff.	3	Strategic Vision: <ul style="list-style-type: none">• Demonstrates awareness of and/or anticipates changing environmental trends, market opportunities and competitive threats. Develops a clear vision of the desired future state of the NFA.	3
Integrity: <ul style="list-style-type: none">• Demonstrates sound ethical standards, showing consistency between values and behaviours to build trust and credibility.	3	Technical Skills: <ul style="list-style-type: none">• Knowledge of the Fisheries Act 2018 and other relevant legislation, policies, guidelines of the National Fisheries Authority.• Sound knowledge of GOJ Procurement Policies and Guidelines• Working knowledge of the Master Builders JIIC agreement & labour rates.• Working knowledge of the Building Code stipulated by the Jamaica Institute of Quantity Surveyors.• Knowledge of the contract administration process and the established forms of contracts.• Project/Construction Management experience.	3
Interpersonal Skills: <ul style="list-style-type: none">• Possesses the ability to display sensitivity towards others, interacts collaboratively with colleagues and are able to build long-term internal and external relationships and gain their support.	3		

Teamwork and Cooperation: <ul style="list-style-type: none">Shows a genuine intention to participate and work co-operatively with others in the pursuit of team goals.	3	Use of Technology: <ul style="list-style-type: none">Working knowledge of standard and specialized computer applications.Sound knowledge of Auto CAD and Microsoft applications	3
Initiative: <ul style="list-style-type: none">Acts independently and does more than is required or expected in the job, does things that no one has requested, which will improve or enhance job results and avoid problems.	3		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- BSc. Degree in Quantity Surveying
- Five (5) years related working experience
- Experience in building, roads, bridges and any other civil works
- Project Management training.
- Holder of a General Driver’s License

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Island wide Travelling
- Exposure to dust, excess water and chemicals
- Required to work beyond normal working hours
- Might be required on occasions to work on weekends and holidays