



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.

May 18, 2026

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

1. **CAPTAIN, RESEARCH VESSEL (LEVEL 9)**
SALARY SCALE (\$6,333,301- \$8,517,586) PER ANNUM
2. **SENIOR AQUACULTURE MANAGEMENT OFFICER (LEVEL 8)**
SALARY SCALE (\$5,198,035- \$6,990,779) PER ANNUM
3. **REGIONAL AQUACULTURE EXTENSION OFFICER (LEVEL 8)**
SALARY SCALE (\$5,198,035- \$6,990,779) PER ANNUM
4. **AQUACULTURE ENGINEERING SPECIALIST (LEVEL 8)**
SALARY SCALE (\$5,198,035- \$6,990,779) PER ANNUM
5. **DIRECTOR, FARM MANAGEMENT AND PRODUCTION (LEVEL 8)**
SALARY SCALE (\$5,198,035- \$6,990,779) PER ANNUM
6. **AQUATIC HEALTH SPECIALIST (LEVEL 8)**
SALARY SCALE (\$5,198,035- \$6,990,779) PER ANNUM
7. **FISHERIES ECONOMIST (LEVEL 8)**
SALARY SCALE (\$5,198,035- \$6,990,779) PER ANNUM
8. **FISHERIES MANAGEMENT SPECIALIST (LEVEL 8)**
SALARY SCALE (\$5,198,035- \$6,990,779) PER ANNUM
9. **SENIOR AQUACULTURE EXTENSION OFFICER (LEVEL 7) (2 POSTS)**
SALARY SCALE (\$4,266,270- \$5,737,659) PER ANNUM
10. **BUSINESS SYSTEMS ANALYST (LEVEL 7)**
SALARY SCALE (\$4,266,270- \$5,737,659) PER ANNUM
11. **Senior HR Officer (OD&PMAS) (Level 7)**
SALARY SCALE (\$4,266,270- \$5,737,659) PER ANNUM
12. **MANAGER, OUTSTATION AND SPECIAL PROJECTS (LEVEL 7)**
SALARY SCALE (\$4,266,270- \$5,737,659) PER ANNUM
13. **Senior Capture Fisheries Extension Officer (Level 7) (Montego Bay Division)**
SALARY SCALE (\$4,266,270- \$5,737,659) PER ANNUM
14. **Capture Fisheries Extension Officer (Level 6) (2 Posts) Kingston and Alligator Pond)**
SALARY SCALE (\$3,501,526- \$4,709,163) PER ANNUM
15. **Aquaculture Officer (Level 6)**
SALARY SCALE (\$3,501,526- \$4,709,163) PER ANNUM
16. **SYSTEMS Administrator (Level 6)**
SALARY SCALE (\$3,501,526- \$4,709,163) PER ANNUM

17. **LICENSING AND REGISTRATION OFFICER (LEVEL 4)**
SALARY SCALE (\$2,190,302- \$2,945,713) PER ANNUM
18. **RECORDS OFFICER/CASHIER (MONTEGO BAY SUB-OFFICE) (LEVEL 4) (MONTEGO BAY DIVISION)**
SALARY SCALE (\$2,190,302- \$2,945,713) PER ANNUM
19. **AQUACULTURE TECHNICIAN (LEVEL 3)**
SALARY SCALE (\$1,711,060- \$2,301,185) PER ANNUM
20. **BULLDOZER OPERATOR (LEVEL 2)**
SALARY SCALE (\$1,439,455- \$1,935,907) 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 EMAIL NO LATER THAN TUESDAY, JUNE 2, 2026, 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.

1. Captain, Research Vessel

JOB PURPOSE

Under the direction of the Principal Director, Capture Fisheries Division, the Research Vessel/Ship Captain is responsible for the safe underway operations of the Authority's Offshore Motor Vessel as well as coordinating its maintenance. This involves ensuring that all legal requirements as well as the Authority's standards are adhered to in both vessel and the crew, paying particular attention to any environmental issues such as oil spills or emission of any other pollutants. Accordingly, the incumbent must regularly inspect the vessel to assess seaworthiness and whether any machinery on board is unsafe.

KEY RESONSIBILITY AREAS

Management/Administrative Responsibilities

- Reviews work plans and reports to ensure that they contain relevant information and conform to standard requirements;
- Represents the Authority at meetings of various levels;
- Prepares submission for budgetary provision in respect of the operation of the vessel;
- Liaises with other stakeholders in the Fishing Industry to facilitate the sharing of relevant information.
- Keeps daily records aboard the ship by maintaining a ships log
- Ensures that the vessel is seaworthy; oversees the purchase of supplies, gears and equipment such as fuel and cables.

Technical/Professional Responsibilities

- Co-ordinates the operational activities of the vessel;
- Serves as Ship Captain in pursuit of the discharge of its functions. including foreign voyages;
- Participates in matters relating to disaster preparedness;
- Assists with the co-ordination of dry-docking arrangements of the vessel(s)
- Provides technical advice on marine matters and ensures the successful implementation of approved programs, procedures and activities;
- Ensures adherence to the relevant sections of the Fisheries Act, the Jamaica Shipping Act, and the IMO Conventions as they affect the safety of the vessel;
- Ensures that corrective action is taken to counteract pollution of the sea by the vessel
- Prepares relevant reports, including monthly, quarterly and ad-hoc reports to the Principal Director, Capture Fisheries Division;
- Performs various marine duties such as checking for oil spill or other pollutants around ports and harbours and beaches;
- Reads gauges to verify sufficient levels of hydraulic fluid, air pressure and oxygen;
- Resolves questions or problems with custom officers;
- Measures depths of water using depth measuring equipment;
- Participates in workshops and seminars designed to educate and inform fishermen;
- Attends court to give expert evidence on behalf of the Authority;
- Overall responsibility for the safe execution of the vessel's missions underway.
- Delivers training in seamanship, navigational principles and safety at sea, fishing gear technology, fish species identification and basic post harvesting technology;
- Investigates mishaps, accidents and complaints that affect the fishing industry (e.g., fish kills, oil spills etc.) in contravention of the Fishing Industry Act;
- Establishes and maintains contact with key stakeholders;
- Ensures all Incident Reports with respect to damages to the Authority's Offshore Motor Vessel or its fixtures are provided within 24 hours of the incident to the appropriate authority

Human Resource Responsibilities

- Recommends training and development for staff members of the vessel;
- Participates in the recruitment, training, assignments and evaluation of staff;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance;
- Makes recommendations for transfer, promotion, termination and leave in accordance with established human resource policies and procedures;

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff of the vessel are clearly identified and addressed.

Other Responsibilities

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

AUTHORITY

- Recommends disciplinary action within scope of authority
- Approves expenditure within budgetary allocation

PERFORMANCE STANDARDS

- Work plans and budgets prepared in accordance with established guidelines and submitted within agreed time frame
- Reports and other documents are accurate, comprehensive and produced within agreed timeframe
- Staff needs are clearly identified and addressed in a timely manner
- Staff performance evaluated in accordance with established guidelines
- Logbooks constantly updated and maintained
- Vessel’s maintenance plans and schedules strictly adhered to
- Safety rules on board vessel strictly enforced
- Relationships with key stakeholders strengthened and maintained

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 Competencies	Required Level (1-4)	Technical Competencies (as per technical skill competency framework ver.2.1)	Required Level (1-4)
Oral Communication	3	Knowledge of the operations of the Government and the NFA and its projects, programmes, organizational policies and procedures, (Local and International, Fisheries act, Staff Orders,)	3
Written Communication	3	Sound working knowledge of marine navigation, seamanship, ship stability, first aid, firefighting and survival and rescue	3
Customer & Quality Focus	3	Good knowledge of the techniques required in the manoeuvring of vessels to ensure safe berthing or unberthing	3
Interpersonal Skills	3	Sound knowledge of Maritime Administration	3
Teamwork and Cooperation	3	Vessel Operation & Maritime Safety: Demonstrated proficiency in safe operation, manoeuvring, and docking of motor-driven vessels. This includes a practical understanding of maritime navigation, emergency protocols, and routine engine maintenance to ensure operational readiness	3
Integrity	3	Use of Technology: Proficiency in the use of marine Radio communication (VHF, SSB).	2
Planning & organizing	3		
Initiative	3		

Managing External Relationships	3	
Analytical Thinking	3	
Managing Partners	2	
Leadership	2	

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor of Science Degree in Marine Transportation from an accredited maritime training institution.
- Valid Deck Officer Certificate of Competence Class 2 or relevant Competency level training from an accredited institution such as the Maritime Authority of Jamaica or other accredited maritime training institution, with minimum of two (2) years' experience with that qualification.
- At least five (5) years' experience as a Certified Deck Officer, with at least two (2) years as a senior officer on board an ocean-going vessel over 500 GT.
- Possess the applicable training required by the Convention on Standards of Training, Certification and Watch Keeping for Seafarers.
- Should be able to swim.

OR

- At least a First Lieutenant qualification along with at least six (6) years prior service within the Jamaica Defence Force or Jamaica Constabulary Force.
- Valid Deck Officer Certificate of Competence Class 2 or relevant Competency level training from an accredited institution such as the Maritime Authority of Jamaica or other accredited maritime training institution.
- A minimum of seven (7) years' experience as a Deck Officer, with at least two (3) years' service onboard an Offshore Patrol Vessel.
- Possess the applicable training required by the Convention on Standards of Training, certification and Watch Keeping for Seafarers or Watchkeeper certification.
- Should be able to swim.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Subject to potential risk and threats to life due to being at sea.
- Position involves extensive field work (fishing breaches, fish landing sites island wide) including travelling at sea to offshore areas such as the Pedro and Morant Cays.
- Required to take vessel(s) for dry docking overseas or on special assignments to foreign ports
- Required to be on call 24 hours and to be away from home for various periods including weekends and public holidays
- Required to work offshore in rough seas and varying weather conditions
- Endurance of harsh and hostile environmental conditions (salt air, sunburn, skin dryness, dehydrating effects).
- Extended hours at sea.
- Primary duties are associated with sea-going activities and as such involve a range of physiological effects due to the constant motion of the vessel eg. seasickness.
- Exposure to noise and fumes in the engine room.

2. Senior Aquaculture Management Officer

JOB PURPOSE

Under the general direction of the Senior Director, Aquaculture Planning, Development & Management the Senior Aquaculture Management Officer has responsibility for assisting in the development and implementation of aquaculture management plans, thus ensuring that aquaculture is developed and conducted in a responsible manner.

There is a requirement for the incumbent to participate in monitoring the performance of plans as well as adherence to environmental standards for aquaculture activities. The incumbent also assists senior officers and relevant agencies in managing the inflow and outflow of water to fish farming areas and assists in designing plans to respond to emergencies in the sector including disease outbreaks, natural disasters and pollution spills.

The incumbent also provides ongoing support services for the development and implementation of the programmes and projects of the National Fisheries Authority (NFA).

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Undertakes the formulation of preliminary management development plans for the farming of tilapia, shrimp and ornamental fish in coastal and inland areas as well as for mariculture in the assigned geographical zone;
- Collects and provides data on the ecological, social, economic and biological characteristics of the environment within the assigned geographical area to inform the identification of core zones for different aquaculture activities;
- Assists in analyzing data for core zones and in recommending plans and management measures to effect improvements;
- Implements and monitors specific aquaculture management and development planning activities for the core zones;
- Disseminates development planning information to economic interests, fish farmers and other stakeholders within the zone to stimulate interest;
- Examines proposals submitted by potential fish farmers for the development of aquaculture within the core zones and advises the Senior Aquaculture Management Officer on economic feasibility;
- Liaises and coordinates with relevant Agencies such as NEPA on environmental and land use issues and assists in designing and implementing plans to ensure the best utilization of lands in the zones for aquaculture development;
- Participates in the development and implementation of aquaculture specific emergency management plans to respond to incidents such as natural disasters, disease outbreaks and pollution spills;
- Makes recommendations to the Senior Aquaculture Management Officer for the institution of controls such as buffer zones to manage water supplies to fish farming areas to prevent the input of pesticides as well as the outflow of pollutants;
- Participates in the development of fish farm quality standards and the design of systems and procedures to monitor their implementation;
- Makes recommendations for the review of standards to maintain the quality of fish farms based on feedback/data received from other Branches within the Division;
- Provides technical information and advice to the Director, Aquaculture Planning, Development & Management, through the Senior Aquaculture Management Officer on the zoning and expansion of fish farming in the assigned geographic area;
- Attends local, regional and international training seminars, workshops and conferences to keep abreast of best practices in aquaculture management planning;
- Participates in local workshops and seminars to share global practices relating to aquaculture planning, development and management;
- Participates in the revision of policy guidelines in order to meet the global changes in the aquaculture sub-sector;

Other Responsibilities

- Performs other duties which may be assigned from time to time by the Senior Aquaculture Planning Officer or other senior officers of the Branch/Division;

AUTHORITY

- Recommends aquaculture business development proposals
- Recommends policy changes
- Recommends land use for aquaculture

PERFORMANCE STANDARDS

- Concerns/issues identified are submitted within the agreed timeframe for incorporation into plans
- Aquaculture management plans are relevant, current and prepared in accordance with established standards;
- Technical advice/guidance is sound, provided on an ongoing basis and is useful to recipients;
- Accurate aquaculture planning information is disseminated within the Authority and to stakeholders within the assigned core zones;
- Aquaculture business development proposals are promptly assessed and recommendations on feasibility provided within the agreed timeframe;
- Standards for fish farm management are continuously updated and available for quality monitoring;
- Reports are factual, submitted within the agreed time frame and contain useful recommendations;
- Training material is prepared within the agreed timeframe and is successfully delivered;
- Linkages with relevant agencies are successfully developed and maintained

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 Competencies (as per technical skill competency framework ver.2.1)	Required Level (1-4)
Oral Communication	3	Knowledge of the operations of the Government and the NFA and its projects, programmes, organizational policies and procedures, (Local and International, Fisheries act, Staff Orders,)	4
Written Communication	3	Good knowledge of Aquaculture planning and management protocols	
Problem Solving & Decision Making	3	Good knowledge of fish farm standards and quality assessment methodologies	
Planning and organizing	2	understanding of issues of relevance to responsible aquaculture including environment and social issues.	
Customer & Quality Focus	3	Use of Technology: Proficiency in the use of relevant computer applications (Word, Excel, etc)	
Integrity	3		
Initiative	4		
Teamwork & Cooperation	4		
Interpersonal Skills	4		
Analytical Thinking	4		
Leadership	3		
Goal/Result Oriented	3		
Managing Partners	2		
People Management	3		
Managing External Relationships	3		

MINIMUM QUALIFICATIONS AND EXPERIENCE

- First Degree in the Natural/Social Sciences or in a related discipline with specialized training in Fisheries (Aquaculture/Natural Resources) Management and Conservation
- Two (2) years experience in a comparable working environment

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to harsh working environment (e.g. aquatic and offshore areas)
- Extensive periods in the field during terrestrial operations
- Exposure to hostile clientele and situations where safety and security may be at risk
- Required to travel island-wide, including travel to remote locations and also travels overseas to regional and international meetings and conferences

3. Regional Aquaculture Extension Officer

JOB PURPOSE

Under the direction of the Director of the Aquaculture Extension Services Branch, the Regional Aquaculture Extension Officer is responsible for coordinating and managing the regional aquaculture extension services to ensure that policies, plans and programmes to facilitate aquaculture development and management are implemented at the regional level.

Accordingly, the incumbent implements programmes to ensure technology transfer, training, capacity building and the facilitation of interventions to support the development and efficient operation of the aquaculture production value chain within the region. The incumbent coordinates the implementation of projects to facilitate socio-economic development, ensures that feasibility studies are conducted to determine the viability of aquaculture businesses in the Region and that cost return analyses are conducted. He/she also monitors the impact of the extension policies at the regional level and provides feedback, thereby creating linkages between the needs of the sector and research activities.

Additionally, the incumbent is required to develop the regional operational plan, work programme and budget and to participate in and contribute to the development of the Branch's plan and budget.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Coordinates the development of the plans and programmes for the Regional Aquaculture Extension Services in accordance with the established policies, laws and regulations of the Authority.
- Monitors implementation of the plans and programmes to ensure that work is carried out as planned and within budget;
- Participates in the preparation of the plans and budget for the Aquaculture Extension Services Branch;
- Coordinates the preparation of farm plans for the development of viable fish farms based on the findings of direct reports regarding water source, soil survey, cost/return estimates etc.
- Represents the Aquaculture Extension Services Branch at conferences, seminars and workshops on aquaculture and related matters;
- Prepares monthly, quarterly, annual and ad-hoc reports, papers, briefs and other documents for submission to the Branch Director;
- Develops regional training programmes as well as programmes for cluster development;
- Ensures that the required permits are obtained for the introduction of live aquatic organisms into the Region
- Organizes relevant meetings and conferences within the region

Technical/Professional Responsibilities

- Ensures that site evaluations are conducted and that soil is sampled to determine the suitability of the clay content of the proposed site for fish farming;
- Reviews information submitted by subordinates to confirm the availability and suitability of water sources; assesses flow rate/speed and quality based on the physical and chemical properties;
- Ensures that feasibility studies are conducted to establish capital and operational costs (equipment and labour) and that cost return estimates are prepared;
- Evaluates data on siltation levels, growth of vegetation, erosion of dykes, inlet and outlet facilities in order to determine the necessity for pond renovation;
- Facilitates the processing of requests for the importation of fish by ensuring that the following are established;
 - i. Origin and disease status of species
 - ii. Environmental impact of the introduction
 - iii. Suitability of site in terms of its technical and physical capacity including the availability of quarantine facilities;
- Approves the assignment of the region's personnel to the Ports of Entry to support the inspections of imports of new fish stock and other aquatic organisms;
- Determines the region's participation in agricultural expositions and shows, e.g. the Denbigh Show, World Food Day, Eat Jamaican Campaign, Career Expos and the JAS St. Mary Show, by scrutinizing work programmes and budgets to establish what can be accommodated;

- Collaborates with local governmental agencies such as STATIN and HEART Trust NTA and international bodies such as FAO to share technical data and to provide input into training curriculum;
- Facilitates linkages along the aquaculture value chain through the formation of farm / farmer clusters, capacity building and other social and economic interventions.
- Provides technical advice and guidance on aquaculture and related issues and disseminates information to fish farmers, fishing associations and members of the public;
- Collaborates with the Fisheries Statistics and Data Management Branch to collect and share aquaculture data.
- Collaborates with the Aquaculture Research Branch to facilitate the implementation of research and technology transfer.
- Prepares and makes presentations at training seminars; Assists in lecturing at workshops/seminars on Aquaculture as arranged periodically for participants from CARICOM;
- Represents the Aquaculture Extension Services Division at international conferences, seminars and workshops related to aquaculture extension services and related issues;

Human Resource Responsibilities

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Participates in the recruitment of staff for the Region and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals.
- Ensures the welfare and developmental needs of staff in the Branch are clearly identified and addressed.
- Recommends/administers disciplinary actions in keeping with established human resource policies and guidelines;
- Ensures that staff are aware of and adhere to the policies, procedures and guidelines governing the operations of the Authority and the Public Service;
- 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 any other related duties, which may be assigned from time to time by the Senior Director, Extension Services.

AUTHORITY

- Makes recommendations for the approval of production facilities
- Makes recommendations for the importation of aquatic organisms
- Assigns officers to extension zones and to support inspections
- Certifies travelling and other Claims
- Recommends payments
- Recommends disciplinary action and leave
- Recommends acting, promotions and seniority allowances

PERFORMANCE STANDARDS

- Work plans and budget prepared according to schedule and in accordance with the stipulated guidelines;
- Aquaculture extension services provided in accordance with Good Aquaculture Practices (GAP) and established standards
- Regional and other training programmes implemented and targets met within the agreed time frame;
- Comprehensive and sound technical advice is provided on a timely basis and in accordance with the required standards;
- Accurate and comprehensive cost return analyzes are prepared and submitted within the agreed timeframe;
- Reports produced are comprehensive and accurate and submitted within the agreed time frame and in accordance with the required format

- Importation of live aquatic organisms effectively facilitated in keeping with established procedures and guidelines
- Effective linkages created and clusters formed with fish farm/farmer groups and associations
- Staff needs clearly identified and addressed in a timely manner
- Staff performance meets or exceeds set targets.

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 (as per technical skill competency framework ver.2.1)	Required Level (1-4)
Oral Communication	4	Knowledge of the operations of the Government and the NFA and its projects, programmes, organizational policies and procedures, (Local and International, Fisheries act, Staff Orders,)	3
Written Communication	4	Good programme development and project management skills	3
Problem Solving & Decision Making	4	Excellent knowledge of local and international aquaculture production systems	3
Planning and organizing	3	Working knowledge of local and international standards for fish disease and invasive species management	3
Customer & Quality Focus	3	Good understanding of nature and properties of soil and water quality	3
Integrity	3	General awareness of environmental factors that impact or are affected by aquaculture	3
Initiative	3	Use of technology – Proficiency in relevant computer applications (Microsoft office suite, and other relevant software)	2
Teamwork & Cooperation	3		
Interpersonal Skills	3		
Analytical Thinking	3		
Leadership	3		
Goal/Result Oriented	3		

Managing Partners	2	
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MINIMUM QUALIFICATIONS AND EXPERIENCE

- BSc. Degree in Aquaculture, Agriculture, a related discipline **OR** equivalent qualifications
- Three (3) years experience in Fish Production and Extension Methodology

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to challenges and crises which require response at very short notice
- Required to work in ponds, brackish, riverine, coastal and offshore marine environment
- Some exposure to long hours in the sun, dust and water
- May be necessary to wear protective clothing at times, e.g. rubber boots.
- Required to travel locally, including travelling to remote locations
- Required to travel overseas
- Exposure to working in volatile communities

4. Aquaculture Engineering Specialist

JOB PURPOSE

Under the direction of the Senior Director, Aquaculture Extension Services, the Aquaculture Engineering Specialist is responsible for managing and coordinating all activities for the construction/renovation of fish ponds, marine cages and other holding facilities for fish culture.

There is a requirement for the incumbent to conduct surveys of sites and design blueprints for the layout of aquaculture/mariculture facilities and fish ponds. The incumbent also determines the location, specification and design of water control and drainage structures.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Participates in the preparation of the work programmes, plans and budget for the Aquaculture Extension Services Branch;
- Supervises the preparation of work plans for direct reports and monitors to ensure that work is carried out as planned and that established targets are met;
- Represents the Aquaculture Extension Services Branch at conferences, seminars and workshops on aquaculture and related matters;
- Prepares monthly, quarterly, annual and ad-hoc reports, papers, briefs and other documents for submission to the Director, Aquaculture Extension Services;

Technical/Professional Responsibilities

- Facilitates the construction, installation, renovation of fish holding facilities e.g. ponds, marine cages, concrete tanks or other structures for the holding of fish.
- Conducts site surveys to determine the layout and placement of fish ponds/marine cages and other fish holding structures on the site.
- Prepares blueprint for the layout of the aquaculture/mariculture facilities and fish ponds.
- Provides supervision for the clearance of land for the construction of ponds for fish culture.
- Supervises the construction and renovation of fish ponds consistent with design and specifications.
- Identifies the location, specification and design of water control structures specific to the site at which the construction of the fish pond or other fish holding facility is being constructed.
- Identifies the location, specification and design of drainage infrastructure for fish ponds or other fish holding facility.
- Assists in the identification of the appropriate resources (e.g. earth moving equipment) required to facilitate the construction of fish ponds/aquaculture facility.

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Makes recommendations to ensure that the welfare and developmental needs of subordinate staff 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 any other related functions which may be assigned from time to time.

AUTHORITY

- Recommends designs for farm systems
- Prepares blueprints
- Recommends training, vacation and departmental leave
- Certifies travelling and other claims
- Recommends payments

PERFORMANCE STANDARDS

- Fish holding facilities designed and constructed in accordance with the characteristics of the specific environment and within the agreed timeframe.
- Site surveys conducted in accordance with established environmental standards and Good Aquaculture Practices (GAP);
- Fishponds and marine cages are constructed or renovated in accordance with established industry standards and within the agreed time frame.
- Blueprints/drawings are accurate, depict appropriate layout and prepared within the agreed timeframe.
- Accurate technical advice is consistently provided within the agreed timeframe.
- Accurate recommendations for construction equipment or material provided in a timely manner
- Accurate records maintained in accordance with established guidelines.
- Reports produced, submitted within required time frame and in accordance with the established format.
- Training needs identified and recommendations for address are promptly submitted.

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 (as per technical skill competency framework ver.2.1)	Required Level (1-4)
Oral Communication	3	Knowledge of the operations of the Government and the NFA and its projects, programmes, organizational policies and procedures, (Local and International, Fisheries act, Staff Orders,)	4
Written Communication	3	Knowledge of the policies and procedures of the National Fisheries Authority;	
Problem Solving & Decision Making	3	Excellent Knowledge of surveying methodologies and techniques for the layout and construction of fish ponds, marine cages and other aquaculture facilities;	
Planning and organizing	2	Sound Knowledge of aquaculture/civil engineering theories, principles & practices.	
Customer & Quality Focus	3	Sound Knowledge of machinery used in the construction of fishponds, marine cages and support infrastructure.	
Integrity	3	Working knowledge of the nature and properties of soils.	
Initiative	4	Working knowledge of water currents, wind and wave actions.	
Teamwork & Cooperation	4	General awareness of environmental factors that impact or are affected by	

		aquaculture.	
Interpersonal Skills	4	Ability to interpret the suitability of climatic and watershed conditions to determine the suitability of sites for the establishment or installation of an aquaculture facility.	
Analytical Thinking	4	Use of Technology: Proficiency in the use of relevant computer applications (Word, Excel, etc)	
Leadership	3		
Goal/Result Oriented	3		
Managing Partners	2		
People Management	3		
Managing External Relationships	3		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- First degree in Civil Engineering or other Engineering Degree
- Post Graduate/ Specialized training in the construction and design of marine cages, fish farms and fishponds.
- Three (3) years experience in a comparable working environment
- SCUBA Certification and dive experience would be an asset.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to challenges and crises which require response at very short notice;
- May be necessary to wear protective clothing at times, e.g. rubber boots and to dive underwater;
- Some exposure to long hours in the sun, dust and water;
- Required to travel locally and overseas;
- Exposure to hostile clientele and working in volatile communities;
- Must be physically fit and able to work productively in a “hands on” work environment

5. Director, Farm Management and Production

JOB PURPOSE

Under the direction of the Principal Director, Aquaculture Division, the Director, Farm Management and Production is responsible for developing, coordinating and managing the production programme of the Aquaculture Division. This includes production in both freshwater and mariculture facilities. Accordingly, the incumbent coordinates the operational activities of the various production units to include tilapia, mariculture species and ornamentals to ensure implementation of best practices, consistent production and good quality.

The incumbent also collaborates with the Aquatic Health Specialist and Research Officers to ensure good aquatic health by monitoring and providing information on the growth and performance of the fish stock. Additionally, the incumbent develops plans and budgets for farms/facilities and delivers training programmes targeting potential and existing persons involved in aquaculture.

KEY RESONSIBILITY AREAS

Management/Administrative Responsibilities

- Coordinates the development of the operational plan, work programme and work schedules for the Farm Management and Production Branch;
- Reviews work plans and directs staff in the production of aquaculture products to ensure that work is carried out as planned and in accordance with established standards;
- Prepares submission for budgetary provision in respect of the operation of the production farms;
- Collaborates with Procurement personnel to sources the materials necessary for the operations of the Branch and makes recommendations accordingly.
- Manages and deploys the material resources necessary for the daily operations of the farms
- Identifies existing and potential problems and makes recommendations for relevant solutions
- Organizes and coordinates meetings for the Farm Management and Production Branch, attends meetings of various levels and participates in training sessions as required.

Technical/Professional Responsibilities

- Develops, directs and monitors the annual activities and performance of the farming operations;
- Develops and manages the implementation of strategies to ensure smooth, safe and efficient production farm operations;
- Coordinates the activities of various production units e.g. tilapia, mariculture species and ornamentals to ensure ongoing compliance with established standards and best practices as well as consistent and good quality production;
- Ensures the collection of water samples for testing and the maintenance of records of water quality and other environmental data associated with the production of aquaculture products;
- Develops the necessary protocols to ensure the maintenance of equipment including aquaculture vessels;
- Reviews production records to ensure that complete and accurate records are maintained;
- Oversees the management and maintenance of inventory records for aquaculture products and equipment in order to ensure that supplies and materials required for production and farm management are in stock;
- Develops procedures to ensure that equipment are checked regularly and ensures that same are in good working condition;
- Ensures that production units, farm facilities and associated infrastructure e.g. plumbing infrastructure are operational, properly maintained and in good working condition;
- Develops in conjunction with the Aquatic Health Specialist protocols to ensure good aquatic health;
- Provides feedback to research and other relevant units on growth and performance of fish stocks;
- Collaborates with the Senior Research Officer to develop protocols to ensure that aquaculture products are safe for human consumption;
- Develops in conjunction with the Aquatic Health Specialist, protocols to address the quarantine and treatment of any disease outbreak at the farms;+
- Ensures that the farms comply with established and accredited standards for the production of aquaculture products;
- Contributes to the determination of production costs for aquaculture products;

- Collaborates & coordinates with relevant units regarding requests for the purchase and delivery of aquaculture products and makes the necessary production arrangements;
- Co-ordinates with the Regional Aquaculture Extension Officer/Extension Officers regarding the delivery of aquaculture products to fish farmers;
- Prepares and submits monthly, quarterly, annual and other ad hoc reports to keep the Principal Director and other senior management staff informed of the operation and performance of the Farm Management and Production Branch;

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Section;
- Recommends termination and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that 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 Division's and organization's goals.

Other Responsibilities

- Performs any other related duties which may be assigned from time to time by the Principal Director, Aquaculture Division.

AUTHORITY

- Disseminates production data and information
- Makes recommendation for the distribution of products
- Recommends leave, promotion, training
- Recommends disciplinary action and/or termination
- Certifies travelling and other claims
- Recommends payments

PERFORMANCE STANDARDS

- Work plans, programmes and schedules developed in accordance with established guidelines and submitted within agreed time frame;
- Production records are accurate, continuously updated and maintained in accordance with established requirements;
- Farm infrastructure and amenities maintained at an agreed standard and repairs are conducted in the agreed time frame
- Aquaculture products are of good quality and production targets are consistently met;
- Comprehensive and accurate reports are submitted in the required format and within the agreed timeframe.
- Growth and production standards for aquaculture species are consistently met;
- Production issues are referred promptly and remedies implemented as directed by the relevant technical staff;
- Staff needs clearly identified and addressed in a timely manner
- Staff performance meets or exceeds set targets.

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 (as per technical skill competency framework ver.2.1)	Required Level (1-4)
Oral Communication	4	Knowledge of the operations of the Government and the NFA and its projects, programmes, organizational policies and procedures, (Local and International, Fisheries act, Staff Orders,)	4
Written Communication	4	Aquaculture System Operations: Demonstrated ability to implement and manage diverse aquaculture production methodologies, ensuring optimal growth cycles and livestock health.	4
Problem Solving & Decision Making	4	Demonstrated expertise in directing end-to-end aquaculture operations, with a proven ability to optimize stock health, feed conversion ratios, and harvest yields through the application of industry-leading management practices	4
Planning and organizing	3	Vessel Operation & Maritime Safety: Demonstrated proficiency in safe operation, maneuvering, and docking of motor-driven vessels. This includes a practical understanding of maritime navigation, emergency protocols, and routine engine maintenance to ensure operational readiness	4
Customer & Quality Focus	4	Aquatic Literacy: Possession of functional swimming skills and the ability to maintain personal safety in various water conditions.	4
Integrity	4	Use of Technology: Proficiency in the use of relevant computer applications (Word, Excel, etc.)	2
Initiative	4		
Teamwork & Cooperation	4		
Interpersonal Skills	4		
Analytical Thinking	4		
Leadership	3		

Goal/Result Oriented	3	
Managing Partners	2	
People Management	3	
Managing External Relationships	4	

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Masters Degree in the Social/Natural Sciences or related field with sound knowledge of Fisheries/Aquaculture/Natural Resources Management and Conservation
- Demonstrated experience at a management/supervisory level
- Five (5) years experience in Fisheries

OR

- Bachelor's Degree in the Social/Natural Sciences or similar discipline
- Post Graduate Certification in Fisheries/Aquaculture/Natural Resources Management and Conservation
- Demonstrated experience at a management/supervisory level
- Five (5) years experience in Fisheries

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposed to medium stress and required to respond to challenges at very short notice
- Constant exposure to salt, wind and sun
- Working long hours in water or at sea.
- May encounter predatory aquatic animals
- Occasional lifting of heavy objects
- Moderate Travelling islandwide
- Exposed to working in volatile communities
- Moderate Overseas travel
- Exposure to harmful chemicals

6. Aquatic Health Specialist

JOB PURPOSE

Under the general direction of the Director, Aquaculture Research Branch, the Aquatic Health Specialist is responsible for undertaking the day-to-day monitoring, control and surveillance of the fish health programme and associated research activities geared toward the effective diagnosis, treatment and prevention of aquatic health problems.

The Aquatic Health Specialist uses various disciplines including fisheries biology, bacteriology, virology, parasitology and histopathology to provide an accurate evaluation of fish health issues. There is a requirement for the incumbent to provide technical advice to fishers and fish farmers in terms of prevention and control of pathogens in the production system.

In addition, the incumbent provides policy guidance, recommends the review of prevention, control and quarantine measures for fish diseases and pathogens as well as provides advice on chemicals and medicines to be used in fish production systems. He/she compiles data and prepares regular and specialized reports.

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Formulates the operational plan and budget for the Fish Health Programme
- **Coordinates and implements the programme, which is designed to enhance the health of cultured and other fish production/processing systems**
- Coordinates with relevant internal and external stakeholders in order to provide accurate evaluations and diagnoses of fish health problems;
- Provides advice on the sources for diagnostic and treatment supplies.
- Deploys material and resources necessary for the implementation of the planned initiatives;
- Collaborates with relevant personnel to ensure that diagnostic and treatment supplies are available in adequate supply and that they are used efficiently;
- Coordinates with relevant health authorities to access diagnostic and treatment supplies
- Collaborates with internal and external entities to facilitate the sharing of relevant information;
- Seeks appropriate specialized assistance in determining the etiology of complex fish health problems;
- Represents the Authority in professional fora related to fish health, including internal and external meetings and working groups as well as local, regional and international conferences, seminars and workshops;
- Writes background papers, briefs, technical reports and other documents, makes presentations at local and international fora as well as at training workshops for technical staff, fish farmers and other stakeholders;
- Advices the Director of the Research Branch on fish health issues and conducts research to determine new treatment measures, new fish disease quarantines or changes in existing fish disease quarantines;
- Maintains and applies current knowledge of research techniques and mechanisms for the aquatic environment to enhance the efficiency and accuracy of fish health diagnostics;
- Designs and conducts research to address fish health concerns, improve understanding and methods of fish health management, and enhance fish production;
- Conducts fish health inspections at fish hatcheries as well as fish production and processing sites:
- Collects and processes samples according to standard methods for routine surveillance testing/inspections and for diagnostic purposes;
- Coordinates with research staff regarding pathogen testing and interpretation of results;
- Disseminates results to research and production staff, extension officers as well as to the Fisheries Statistics and Data Management Branch;
- Conducts annual audits in support of fish health management and aquatic invasive species control and maintains Fish Health Improvement Plans for the Authority's hatcheries, fishers and fish farmers;
- Presents research findings to external stakeholders in order to expose new initiatives within the fisheries sector

- Contributes to Extension Education Programmes focused on fish health by preparing and presenting technical information on the subject;
- Collaborates with the Veterinary Services Division (VSD), where necessary, in determining the potential harm to the country of fish imports;
- Makes recommendations on requests for live fish import permits and advises on the movement of fish between production sites;
- Maintains a network of other experts engaged in the evaluation and diagnosis of fish diseases to facilitate sharing of relevant information and data
- Makes contributions to and prepares publication for fish producers and their customers on fish health management practices;
- Assists the Authority in the evaluation of various fish and fish product ventures by undertaking surveillance for fish pathogens and making appropriate recommendations;

OHER RESPONSIBILITIES

- Performs other related duties which may be assigned from time to time by the Director, Aquaculture Research Branch

AUTHORITY

- Evaluates diseases and makes definitive diagnoses
- Provides technical advice
- Authorizes the movement of fish, drugs and diagnostic equipment/material
- Recommends new/improved methodologies for disease diagnosis and prevention
- Recommends new disease quarantines and changes to disease quarantines
- Certifies Travelling and other Claims
- Recommends Payments

PERFORMANCE STANDARDS

- Fish Pathology Plans drafted in accordance with established guidelines and submitted within agreed time frame
- Diagnostic and treatment supplies promptly identified and requisitions prepared and submitted within the agreed timeframe;
- Diagnostic tests performed in accordance with standard specifications and completed within the agreed timeframes.
- Fish health research studies designed, conducted and executed in accordance with established guidelines and completed within agreed timeframes.
- Inspections and audits of aquaculture/mariculture facilities is ongoing and conducted in accordance with established guidelines
- Fish pathogens and diseased seed stock accurately and speedily diagnosed and identified
- Technical advice provided is accurate, consistently accepted and is useful to the recipients
- Accurate and comprehensive general, technical and specialized reports are produced within the agreed timeframe
- Training material, technical papers, briefs and other documents are well researched, accurate and prepared within the agreed timeframe
- Effective partnerships are established and maintained with Aquaculture research partners and stakeholders

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 (as per technical skill competency framework ver.2.1)	Required Level (1-4)
Oral Communication	4	Knowledge of the operations of the Government and the NFA and its projects, programmes, organizational policies and procedures, (Local and International, Fisheries act, Staff Orders,)	4
Written Communication	4	Diagnostic Oversight & Aquatic Biosecurity: Demonstrates the ability to direct national diagnostic protocols for the identification of infectious agents and environmental stressors. Ability design of biosecurity frameworks and disease-prevention programs to minimize morbidity and mortality across the aquaculture sub-sector.	4
Problem Solving & Decision Making	4	Fish Health Research Governance & Methodology: Expertly governs the design and execution of specialized fish health research. Ability to establish high-level experimental standards and investigative techniques to ensure research findings are scientifically robust, peer-review ready, and applicable to industry challenges.	4
Planning and organizing	3	Integrated Aquatic Biosciences & Genetics: Proficient in the integrated application of pathology, parasitology, and genetics to optimize hatchery production systems. Ability to provide executive technical guidance on the biological requirements for species conservation and the development of genetically resilient aquatic populations.	4
Customer & Quality Focus	4	Pharmacological Stewardship & Therapeutic Management: Leads the development of standardized therapeutic protocols and pharmacological guidelines for the aquaculture industry. This includes ensuring the safe, compliant, and efficacious use of aquatic drugs and dosage levels to maintain animal	4

		welfare and food safety standards.	
Integrity	4	Nutritional Strategy & Production Optimization: ability to oversee the formulation of optimal nutritional strategies and production practices. This includes evaluating diet ingredients and feed conversion efficiencies to improve the commercial viability and growth performance of national fish stocks.	4
Initiative	4	Use of technology: Proficiency in relevant computer applications (Microsoft office suite, and other relevant software)	2
Teamwork & Cooperation	4		
Interpersonal Skills	4		
Analytical Thinking	4		
Leadership	3		
Goal/Result Oriented	3		
Managing Partners	2		
People Management	3		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Doctor of Veterinary Medicine
- Or**
- Masters Degree in Natural Sciences or related area of study, **Plus**
- Specialized training in Fish Health diagnosis, treatment and management

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposed to medium stress and required to respond to challenges at very short notice
- Required to work in ponds, brackish, riverine, coastal and offshore marine environment
- Exposed to long periods in direct sunlight
- Exposed to long periods of standing
- Exposure to work in static and flowing water and is exposed to regular wetting
- May encounter predatory aquatic animals
- Moderate Travelling islandwide and overseas
- Exposed to working in volatile communities
- Exposure to harmful chemicals
- Occasional diving

7. Fisheries Economist

JOB PURPOSE

Under the general direction of the Senior Director, Fisheries Statistics and Data Management, the Fisheries Economist (Level 8) designs, develops and appraises economic plans, programmes and projects for the fisheries sector, to ensure that they are technically and economically sound in order to create an enabling environment for the growth and development of the sector. The incumbent facilitates consultation between the Authority and stakeholders prior to the implementation of these plans, programmes and projects.

The incumbent is required to formulate economic analyses, feasibility studies and other reports as required and to represent the Authority at meetings and seminars locally, regionally and internationally.

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Devises methods to obtain data, uses sampling techniques and creates and uses various econometric modeling techniques to develop forecasts.
- Analyses data to test the effectiveness of plans, projects, products or devices and advises of suitability.
- Explains research methodology and justifies conclusions.
- Writes technical reports on economic trends and forecasts.
- Formulates fisheries development plans, programmes and strategies for implementation in the fisheries sector.
- Prepares briefs, reports and studies relating to the Authority's programmes, plans and projects.
- Analyzes and classifies fisheries data from various agencies such as STATIN, PSOJ, WTO with a view to obtaining necessary information to assist in planning and decision making.
- Prepares detailed project documents/proposals for international and local funding.
- Conducts rigorous economic, financial and sensitivity analyses such as IRR and NPV computations to ensure that viability is achievable and sustainable.
- Liaises with a range of fisheries stakeholders and ensures stakeholders' input in the development of plans, programmes and projects.
- Submits critical appraisals of projects, plans and programmes for review before implementation by carrying out careful analysis and consultations to ensure accuracy, consistency, relevance and suitability.
- Performs pre-feasibility studies using various economic models developed to guide the planning process in the fisheries sector.
- Conducts surveys on various fisheries enterprises to obtain relevant information and analyzes results for proper guidance in the planning process.
- Develops Opportunity Profiles for viable fisheries enterprises and promotes these profiles to interested stakeholders.
- Provides technical assistance to internal and external stakeholders on economic and financial methodologies and applications.
- Participates and makes recommendations on various technical committees, guiding the development of projects, plans and programmes.
- Liaises with local, regional and international Organisations/Agencies on fisheries economic matters, issues and data.
- Participates in the development and dissemination of economic advice and information to other Government agencies and NGO's in respect of fisheries issues as requested.
- Conducts fisheries training sessions and makes presentations at various meetings and seminars locally or overseas as required.
- Keeps abreast of best practices and developments in the field of Economics, Finance and Business to guide the development of the fisheries sector.
- Represents the Senior Director at selected meetings and on various committees.

Other Responsibilities

- Performs other functions as assigned by the Director from time to time.

AUTHORITY

- Signs off on economic development plans and programmes
- Sets parameters for economic studies, proposals or reports
- Determines content and presentation of training sessions and programmes.
- Recommends Payments

PERFORMANCE STANDARDS

- Data on economic indicators are identified, analysed, accurate and done within the stated format and guidelines.
- Fisheries development plans, programmes and strategies produced to required format within agreed time frame.
- Briefs, reports and studies are comprehensive, thorough and timely.
- Data analysis is rigorous and comprehensive thus leading to better fisheries planning.
- Project Proposals profiles are comprehensive, relevant and timely.
- Projects, plans and programmes appraised thoroughly within agreed timeframes.
- Pre-feasibility studies are performed to expected standards in a timely manner.
- Data from surveys are accurately collected and analyzed on time.
- Opportunity profiles prepared in the established format and within timeframes required for maintaining accuracy and professional integrity.
- Technical assistance provided in keeping with agreed time frame and established standards.
- Representation on technical committees and information provided to stakeholders is helpful, instructive and timely.

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 (as per technical skill competency framework ver.2.1)	Required Level (1-4)
Oral Communication	4	Knowledge of the operations of the Government and the NFA and its projects, programmes, organizational policies and procedures, (Local and International, Fisheries act, Staff Orders,)	4
Written Communication	4	Economic Analysis and Modeling: Conducting rigorous economic, financial, and sensitivity analyses, devising methods to obtain data, using sampling techniques, and creating and using various econometric modeling techniques to develop forecasts.	4
Problem Solving & Decision Making	4	Research and Data Management: Analyzing and classifying fisheries data from various agencies such as STATIN, PSOJ, WTO. Conducting surveys on various fisheries enterprises and analyzing results.	4
Planning and organizing	3	Project & Program Development: Formulating fisheries development plans, programs, and strategies	4
Customer & Quality Focus	4	Use of technology – Proficiency in relevant computer applications (Microsoft office suite, statistical software such as SPSS, and other software relevant to the functions of the Branch.)	2
Integrity	4		
Initiative	4		
Teamwork & Cooperation	4		

Interpersonal Skills	4	
Analytical Thinking	4	
Leadership	3	
Goal/Result Oriented	3	
Managing Partners	2	
People Management	3	

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Masters degree in Social or Natural Sciences or related discipline with courses in Economics from a recognized institution.
- Three (3) years related experience in a comparable working environment.

OR

- Bachelor's degree in Social or Natural Sciences or related discipline with courses in Economics.
- Post graduate certification in Economics or related discipline.
- Five (5) years related experience in a comparable working environment.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work extended hours to meet programme deadlines.
- Adverse working conditions may be encountered while conducting surveys.
- Required to travel island wide, including travel to remote locations.
- Travels overseas for short periods
- Required to work for extensive periods in the field.
- Moderate exposure to harsh environmental conditions.

8. Fisheries Management Specialist

JOB PURPOSE

Under the direction of the Senior Director, Capture Fisheries Planning, Development & Management (Level 9), the Capture Fisheries Management Specialist (Level 8) has the responsibility to support the Senior Director in the development and implementation the Fisheries Management Plans to ensure proper conservation, protection and management of the natural (marine and riverine) fishable resources.

The incumbent also participates in the planning, organization, development and administration of systems, procedures and programmes for the development and management of capture fisheries in Jamaica. Accordingly, the incumbent provides technical advice, briefings and support to the Senior Director of the Capture Fisheries Planning, Development & Management Unit and other senior officials

KEY RESONSIBILITY AREAS

Technical/Professional Responsibilities

- Assists in developing the Capture Fisheries component of the Authority's Strategic Plan;
- Participates in the preparation of operational plans and budgets for the Capture Fisheries Planning, Development & Management Unit;
- Provides technical information and advice on the Fisheries Development Plan and related matters to the Senior Director, Capture Fisheries, Planning, Development & Management Unit, other Government Agencies, NGO's, the Fishing Industry, potential investors and the general public;
- Represents the Capture Fisheries Planning, Development & Management Unit at conferences, seminars and workshops on capture fisheries and related matters;
- Prepares and presents relevant papers at these conferences/seminars/workshops;
- Evaluates the capacity of the Section and the Branch to effectively manage the national fisheries resources and makes recommendations as necessary;
- Ensures timely submission of all reports, documents/information requested from Senior Director, Capture Fisheries Planning, Development & Management Unit.
- Participates in the development and implementation of the fisheries development plan;
- Monitors the implementation of the plan; identifies deficiencies in terms of strategy and makes recommendation for corrective action;
- Conducts stakeholder analysis of the fisheries; determines the roles and responsibilities of different stakeholders in the management process, including any co-management arrangements;
- Evaluates the effectiveness of the management measures utilized to achieve the objectives of protecting the resources from over exploitation;
- Develops and implements specific fishery conservation strategies, including the management of the fish sanctuaries programme;
- Develops, manages and monitors User Rights and Quota based fishery management systems;
- Ensures timely and accurate dissemination of information;
- Liaises with the local and regional, governmental and non-governmental organizations concerned with the conservation and sustainable utilization of marine species;
- Participates in workshops and seminars to share technical knowledge relating to fisheries management;
- Ensures the adaptation of local and international seafood standards through the organization of workshops, seminars and training courses;
- Recommends the revision of policy guidelines in order to meet the global changes in the Fishing Industry
- Evaluates and reviews the management plan as needed or based on the agreed timetable for monitoring the state of fisheries whilst providing for ongoing consultation with the fisheries stakeholders.

Other Responsibilities

- Performs other related duties as assigned by the Senior Director, Capture Fisheries Planning, Development & Management Branch.

AUTHORITY

- Recommends the use and movement of resources and assets.

- Recommends changes in policy
- Recommends subsidies/incentives for fishers
- Recommends concessions/waivers on equipment for fishers
- Recommends Payments
- Certifies travelling and other Claims

PERFORMANCE STANDARD

- Plans are submitted within agreed time frame and in accordance with established standards.
- The state of fisheries evaluated and reviewed in keeping with agreed time table for the process
- Technical and policy advice are sound and consistently accepted and implemented
- Stakeholders analysis conducted and findings and recommendations documented and submitted within agreed time frame
- Number of fishers and other stakeholders who benefit from new opportunities identified is in keeping with agreed target
- Relationships with stakeholders strengthened and maintained
- Conservation strategies implemented result in the achievement of desired objectives
- Technical papers presented are well received by participants
- User Rights Quota System reviewed periodically and recommendations made are in keeping with changes that impact same
- Reports and other documents are accurate, comprehensive and submitted within agreed time Frame

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 (as per technical skill competency framework ver.2.1)	Required Level (1-4)
Oral Communication	4	Knowledge of the operations of the Government, the NFA and its projects, programmes, organizational policies and procedures, (Fisheries Local and International Polices, Fisheries act, GOJ Staff Orders,)	3
Written Communication	4	Sustainable Resource Governance & Conservation Strategy: Advanced proficiency in applying integrated resource management frameworks and conservation strategies. Ability to design and oversee development initiatives that balance economic growth with ecological preservation, ensuring the long-term viability of Jamaica’s marine ecosystems.	3
Problem Solving & Decision Making	3	Regulatory Frameworks & Sectoral Protocols: Deep understanding of national and international fisheries management protocols, including the Fisheries Act and standard operating procedures. The candidate must be capable of orchestrating complex management systems to ensure all	3

		capture fisheries’ activities remain compliant with institutional and legal mandates.	
Planning and organizing	2	Project Management & Development Skills: Ability to lead the end-to-end design, implementation, and evaluation of large-scale fisheries development projects. Expertise in project governance, risk mitigation, and ensure all initiatives deliver measurable impact against national food security and sector-wide objectives.	3
Customer & Quality Focus	4	Analytics, Research, & Evidence-Based Planning; Proficiency in directing scientific research methodologies and utilizing investigative techniques to inform planning. Ability to integrate biological data, stock assessments, and socio-economic trends into robust, evidence-based development plans and management interventions.	3
Teamwork & Cooperation	3	Use of technology – Proficiency in relevant computer applications (Microsoft office suite, word, excel, etc.)	2
Integrity	3		
Initiative	3		
Interpersonal Skills	3		
Analytical Thinking	3		
Strategic Vision	3		
Goal/Result Oriented	3		
Managing Partners	3		
Managing External Relationships	4		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Masters Degree in Natural Science or related discipline
- Three (3) years experience in a comparable working environment

OR

- First Degree in Natural Science or related discipline
- Post graduate certification in Fisheries Management or related discipline
- Three (3) years experience in a comparable working environment

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to challenges and crises which require response at short notice

- Required to travel island wide including travel to remote locations.
- Travels overseas for short periods
- May be required to work for extensive periods in the field.
- Moderate exposure to harsh environmental conditions.
- Exposure to working in volatile communities

9. Senior Aquaculture Extension Officer

JOB PURPOSE

Under the direction of the Regional Aquaculture Extension Officer, the Senior Aquaculture Extension Officer is responsible for the co-ordination of extension activities at the parish level in order to ensure that the policies, plans and programmes to facilitate aquaculture development and management are implemented.

Accordingly, the incumbent implements programmes to ensure technology transfer, training, capacity building and the facilitation of interventions to support the development and efficient operation of the aquaculture production value chain within the Parish. The incumbent implements projects to facilitate socio-economic development, conducts feasibility studies to determine the viability of aquaculture businesses in the Parish and prepares, reviews and analyses estimates of costs. He/she also monitors the impact of the extension policies at the Parish level and provides feedback, thereby creating linkages between the needs of the sector and research activities.

Additionally, the incumbent coordinates the implementation of field days, other extension training methodologies and related activities among fish farmers and other stakeholders at the parish level.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Participates in the formulation of regional aquaculture plans and programmes;
- Supervises the implementation of programmes and projects in the parish to ensure that work is carried out effectively and that the agreed targets are met;
- Participates in the organization of fishery meetings, seminars and workshops within the parish;
- Prepares monthly, quarterly, annual reports and any other ad hoc reports that may be required.
- Represents the Aquaculture Extension Services Branch at conferences, seminars and workshops on aquaculture and related matters;

Technical/Professional Responsibilities

- Guides and conducts site evaluations; samples soil to determine the suitability of the clay content for fish farming on the proposed site;
- Prepares farm plans for the development of viable fish farms and fish farm complexes within the parish;
- Visits and supervises visits to fish farmers to sample the pond and check on water quality, growth rates and the regulation of feed and fertilizer application rates;
- Collaborates with the Pond Construction Specialist to provide technical information on pond construction to farmers at the parish level;
- Monitors the progress of pond construction and renovation projects to ensure that timelines are met, construction is done to agreed specifications and is consistent with all regulations;
- Determines the suitability of water sources at different locations within the parish to ensure that availability is not a deterrent to sustainability of construction of ponds
- Liaises and coordinates with representatives of other agencies involved in environmental and land management matters, for example, the National Environment and Planning Agency (NEPA) and the Agricultural Land Management Division (ALMD) to facilitate the resolution of issues and support the development of a aquaculture in the parish;
- Plans and guides the development and establishment of fish farm / farmer clusters within the parish in order to transfer technical knowledge for the conservation, management and development of the aquaculture sub-sector;
- Provides technical advice on problems/issues identified on aquaculture farms in order to recover "at risk" fish stock;
- Liaises and coordinates with representatives of the Veterinary Services Division (VSD) for guidance in managing disease outbreaks and in disease diagnosis;
- Investigates offences, prepares preliminary reports for transmission to the Compliance and Legal Services component for further action;
- Provides advice to owners of recreational facilities on the types and size of fish they are legally allowed to keep and species they are permitted to import;
- Works with planning authorities, ensuring that new buildings do not have adverse impact on aquaculture;

- Liaises with Compliance and Licensing personnel regarding requests for licenses and permits and makes appropriate recommendations;
- Creates and guides relationships between farmers, economic groupings and other institutions and agencies within the parish regarding aquaculture affairs, in order to enhance the development of the sub-sector;
- Provides technical expertise and monitors the development and construction of large Government aided fish farm projects;
- Participates in the development of parish training programmes, conducts training courses in Aquaculture for farmers, students from Agricultural Schools, other institutions and individuals as requested; updates technical knowledge by attending aquaculture seminars and workshop
- Provides relevant technical advice to farmers and develops relationships to strengthen aquaculture in the parish;
- Participates in conducting inspections of imports at Ports of Entry to ensure that aquatic organisms imported comply with the relevant permits and standards;
- Writes a variety of reports, briefs, notes and documents for submission to the Regional Aquaculture Extension Officer;
- (combine with other training);

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Ensures the welfare and developmental needs of staff supervised 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 any other related duties, which may be assigned

AUTHORITY

- Makes recommendations for the approval of production facilities
- Makes recommendations for the importation of aquatic organisms
- Recommends assignment of officers for extension zones and to support inspections
- Recommends disciplinary action, vacation and departmental leave
- Certifies travelling and other Claims
- Recommends payments

PERFORMANCE STANDARDS

- Work Plans are prepared in accordance with the established guidelines and within the agreed timeframe;
- Parish training programmes and workshops arranged according to the agreed schedule and conducted successfully;
- Sound and accurate technical advice is provided to fish farmers, economic groupings and other stakeholders on a continuous basis;
- Comprehensive and accurate reports are produced and submitted within the agreed time frame;
- Farm plans produced accurately and within the agreed time frame
- Linkages between fish farmers and economic groupings are successfully created and targeted marketability levels are met;
- Effective support provided for the inspection of live aquatic organisms that are imported
- Accurate and comprehensive cost return estimates are prepared and submitted within the agreed timeframe;
- Performance of staff supervised meets/exceeds the required standard;
- Staff needs clearly identified and addressed in a timely manner.

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 (as per technical skill competency framework ver.2.1)	Required Level (1-4)
Oral Communication	3	Knowledge of the operations of the Government and the NFA and its projects, programmes, organizational policies and procedures, (Local and International, Fisheries act, Staff Orders,)	3
Written Communication	3	Good programme development and project management skills	3
Problem Solving & Decision Making	3	Sound knowledge of local and international aquaculture production systems	3
Planning and organizing	3	Working knowledge of local and international standards for fish disease and invasive species management	3
Customer & Quality Focus	3	Good understanding of nature and properties of soil and water quality	3
Integrity	3	Working knowledge of economics and business management principles and practices	3
Initiative	3	Use of technology – Proficiency in relevant computer applications (Microsoft office suite, and other relevant software)	2
Teamwork & Cooperation	3		
Interpersonal Skills	3		
Analytical Thinking	3		
Leadership	3		
Goal/Result Oriented	3		
Managing Partners	2		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- BSc. Degree in Aquaculture, Agriculture or related discipline **OR** equivalent qualifications
- Two (2) years experience in Fish Production and Extension Methodology and working in an organization of similar size and complexity

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to challenges and crises which require response at very short notice
- Required to work in ponds, brackish, riverine, coastal and offshore marine environment
- Exposure to long hours in the sun, dust and water
- May be necessary to wear protective clothing at times, e.g. rubber boots.
- Required to travel locally, including travelling to remote locations
- Required to travel overseas
- Exposure to working in volatile communities

10. Business Systems 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.

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.

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 (see technical skills competency)	Required Level (1-4)
Oral Communication	3	Knowledge of Authority's Policies and Procedures (local and international), Fisheries act etc.,	3
Written Communication	3	Knowledge of components and capabilities of business information system design, analysis and	3

		implementation techniques	
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 Tech: Proficiency in relevant Microsoft office suite applications and ICT software's.	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.

11. Senior HR Officer (OD&PMAS)

JOB PURPOSE

Under the general direction of the Director, Human Resource Management and Development, the incumbent will contribute to the efficient operations of the Human Resource Management and Development Branch by supporting the implementation of the relevant plans, programme and initiatives.

The incumbent will also coordinate activities for the development, implementing and integration of strategies to improve performance at the organizational, divisional and individual levels across the Authority, leading to a more efficient workforce and more effective utilization of human resources; coordinating activities for the Performance Management Appraisal Process of the Authority to improve performance for the organizational, divisional and individual levels;

Developing and ensuring the execution of a framework for modernization initiatives within the Authority.

KEY RESPONSIBILITY AREAS

Management/Administrative

- Contributes to the development of the Corporate Services Division's Corporate Business Plan, Human Resource Management and Development's (HRMD's) Operational Plan and Budget.
- Plans, directs and monitors the work of the Organizational Development and Performance Management (OD & PM) Section by developing its Unit Plan and Budget are prepared;
- Coordinates the preparation of the Corporate Services Division's Branch's/Unit's Operational Plan Quarterly Reports;
- Manages the daily operations of the OD & PM Section to consistently provide a high level of service to clients;
- Prepares and submits status and other reports as requested;
- Represents the Authority at meetings/conferences and other fora as requested;
- Coordinates meetings and sensitization sessions as required.

Technical/Professional Responsibilities

- Conducts (use of surveys, focus groups and other relevant methodologies) organizational needs assessments to determine organizational readiness;
- Recommends and works collaboratively with stakeholders to find creative solutions that drive staff attraction, engagement and retention;
- Recommends, coordinates and participates in creating leadership and staff development strategies and programs and a culture of continuous learning aligned with the Authority's strategic direction;
- Recommends solutions to problems identified including changes to the Authority's organization structure, systems, processes and office layout;
- Collaborates with key stakeholders to develop and maintain human resource systems (policies and standard operating procedures) and provides guidance to the Authority for this undertaking;
- Examines relevant statutes, regulations, reports and directives related to the Authority to determine its functional responsibility in keeping with legislative framework;
- Examines the delegation and exercise of authority, grouping of functions, inter relationship of organizational entities to determine any significant bearing on departmental activities;
- Conducts job analysis and develops and maintains job descriptions and Terms of References;
- Conducts desk audits to validate job responsibilities and duties;
- Prepares and maintains functional profile/charts for the Authority and Divisions;
- Manages the development and maintenance of organization charts for the Authority, its Divisions, Branches and Units;
- Reviews the organization structure and makes recommendations to align it with the goals and strategic objectives of the Authority;
- Prepares proposals for organizational reviews in keeping with achieving the goals of the Authority and liaises with the Ministry of Finance and the Public Service (MOFPS) to consider proposals made;
- Assists with the implementation of recommendations from studies and consultancy outputs to ensure that value for money is achieved;

- Assists with designing and conducting human resource management and development (HRMD) audits and makes recommendations to improve programmes' and accountability systems' effectiveness;
- Assists with designing and implementing mechanisms for evaluating employees' satisfaction and recommends programmes to improve areas of dissatisfaction critical to the effective operation of the organization;
- Assists with career guidance and counselling;
- Provides advice to the Director, HRMD and other personnel on organizational development and performance management initiatives/matters;
- Manages performance management and appraisal for staff in the Authority;
- Coordinates the implementation and administration of the PMAS within the Authority:
- Coordinates and participates in the development as well as maintains the requisite PMAS documents such as Change Management, Communication and Training Plans;
- Coordinates, conducts and participates in PMAS sensitization sessions;
- Coordinates and participates in the development and maintenance of the Authority's Competency Framework;
- Maintains job descriptions in keeping with the Authority's Competency Framework;
- Provides assistance to Managers and staff in preparing Unit and Individual Work Plans;
- Coordinates and participates in the development and maintenance of a Rewards and Recognition Policy for the Authority;
- Coordinates the establishment and chairs Rewards and Recognition Committee;
- Coordinates and participates in the development and maintenance of Standard Operating Procedures for the processing of appraisal forms;
- Ensures the development and maintenance of a PMAS Database;
- Prepares PMAS report for submission to the relevant stakeholders;
- Liaises with and provides assistance to Heads of Divisions regarding the Performance Management and Appraisal Process;
- Ensures the development of systems to maintain PMAS records.

Human Resource Responsibilities

- Participates in the development of Succession plans and strategies for a modernized Strategic Human Resources and Development culture.
- Oversees the operations of the Branch in the absence of the Director, Human Resource Management and Development;
- Participates in the recruitment of staff for the Authority and recommends staffing arrangements in keeping with established human resource procedures and policies;
- Compiles and maintains Statistical Reports concerning employee-related data such as the organizational structure, employee rewards and recognition and performance appraisals for periodic presentation to the relevant authorities;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Ensures that staff are sensitized on the policies, procedures and regulations of the Authority;
- Provides guidance and information on PMAS related issues to all staff including managers and supervisors
- Participates in the orientation session of new recruits.

Other Responsibilities

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

AUTHORITY

- Determines along with Director of HRM&D the content of general PMAS communication within the Authority;
- Agrees with managers timelines for the conduct of requested interventions;
- Recommends approaches to the execution of PMAS interventions;
- Recommends PMAS related procedures specific to the Authority;
- Recommends as a member of the Internal Recognition and Reward Committee, rewards to be given to staff;
- Enforces the acceptable quality standards for work plans

PERFORMANCE STANDARDS

- Performance Management and Improvement Framework implemented in keeping with GOJ guidelines and timeframes;
- Develops and maintains customized PMAS manuals, templates, forms, policies and procedures for the Authority, in keeping with GOJ Guideline;
- PMAS Processes executed in accordance with related agreed policies/guidelines and timeframes;
- PMAS Sensitization and Training conducted are engaging and delivered in accordance with policies/guidelines of the Cabinet Office in the required timeframes;
- Performance Rewards and Recognition Programme coordinated in accordance with emerging HR thinking, SHRMD policies, the Public Service Regulations;
- Internal Partnerships managed are harmonious and timely;
- Recommendations and or advice on People Management/HR matters provided are evidence based (supported by qualitative/quantitative data) and delivered within agreed timeframes.
- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Adequate controls and tracking systems are implemented;
- Approved changes are implemented within agreed timeframe, in accordance with stated expectations;
- Change management initiatives are effective and implemented in a timely manner;
- Mechanisms for evaluating employees’ satisfaction are administered according to established timeframe;
- Key deliverables, targets and quality standards are consistently met;
- Operates in a fair and impartial manner;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

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	Required Level (1-4)
Oral Communication	3	Sound Knowledge of the Public Service Regulations, Staff Orders for Public Service and other GOJ Policies and guides the delivery of HRMD services	3
Written Communication	3	Knowledge of the Fisheries Act, 2018 and other relevant legislation, policies, guidelines of the National Fisheries Authority	3
Interpersonal Skills	3	Comprehensive and sound knowledge of the Performance Management and Appraisal systems as established in the guidelines issues by the Offices of the Cabinet.	3
Teamwork & Cooperation	3	Knowledge of job analysis, performance management and appraisal processes and methods including writing job descriptions and work plans.	3
Customer Service and Quality Focus	3	Use of Technology: Proficiency in the use of relevant computer applications	3

Problem Solving and Decision Making	3	
Analytical Thinking:	3	
Integrity	3	
Initiative	3	
Change Management	3	

MINIMUM QUALIFICATIONS AND EXPERIENCE

- First Degree in Human Resource Management or other related discipline from a recognized tertiary institution;
- Three (3) years working experience in Human Resource development preferably in the Public Sector, in an organization of similar size and complexity;
- Specialized training in PMAS would be an asset

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment, no adverse working conditions.
- Required to travel locally short periods.
- Required to work under pressure and with minimum supervision.
- Will be required to work beyond regular working hours in an effort to meet deadlines;

12. Manager, Outstation and Special Projects

JOB PURPOSE

Under the direction of the Senior Director, Finance and Accounts Division, the Manager, Outstations and Special Projects is responsible to plan, organize, and monitor the accounting and budgetary activities of special projects. Accordingly, the incumbent undertakes feasibility analyses, monitors project expenses, deliverables and timelines, maintains project accounting records/databases and ensures that project guidelines are complied with and in accordance with the provisions of the FAA Act and the regulations of the multilateral and bilateral.

The incumbent also accounts for all funds received at Sub-Offices on behalf of the National Fisheries Authority. He/she liaises directly with the Records Officer/Cashier at Sub-Stations regarding the collection of revenue from fuel sales and the issuing of licenses and permits to fishers and vessel owners.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Develops and implements the operational work budgets and work plans.
- Interprets budget policies and establishes procedures and practices for their implementation.
- Ensures that staff members and programme managers are aware of the various guidelines and adhere to the FAA Act.
- Provides expert advice and specialist assistance on accounting and financial matters.
- Supervises, mentors, guides and appraises accounting staff.
- Participates in the division's strategic planning process – plan, prepares, administer and monitor the annual budget; offering advice of a financial nature to the director and ensuring the work of the division is carried out according to plan.
- Liaises through the Senior Director, Finance and Accounts with personnel of the various projects, contractors, project sponsors, Outstations' Records Officers and Project Team Members concerning computation, authorization and payment of goods and services.
- Determines objectives and goals for Project Account and ensures the achievement of targets.
- Keeps abreast of trends and developments in accounting and financial practices and recommends the application of new methodologies where appropriate.
- Represents the Authority at project team meetings, conferences, seminars and other project related fora.
- Prepares and makes presentations on accounting, financial and related issues.

Technical/Professional Responsibilities

- Monitors and evaluates the technical integrity of the Project accounting services supervised and makes recommendations for improvement.
- Controls the allocation of funds provided for expenditure on projects and programmes managed.
- Prepares reports and budget briefs for Senior Director.
- Ensures that project budgets and cash flows are prepared in accordance with GOJ's guidelines and in accordance with the Authority's objectives and strategies.
- Closely analyses project budget requests to determine that they reflect the level of allocations and guidelines established by the GOJ and the Authority and are supported by realistic implementation work plans.
- Provides guidance to the staff in the preparation of the narratives in supporting the project budget allocations and to reflect the specific purposes and performance indicators.
- Analyses financial statements and makes reports on adherence to regulations and standards and takes corrective action as necessary.
- Implements and maintains effective systems and procedures and develops internal systems of control to ensure the reliability of standards of accounting, reporting on funds and making recommendations for improvement.
- Submits the consolidated project budget and related documents to the Senior Director ensuring that they are in conformity with the prescribed guidelines and that there is adequate time for them to be reviewed and approved for submission to the Ministry of Agriculture, Fisheries and Mining within the stipulated deadline.
- Directs and coordinates the preparation of the Carry-On Provision and Annual Cash Flow Forecasts for presentation to the Ministry of Agriculture, Fisheries and Mining in the prescribed format.

- Maintains control over the level of project expenditure, ensuring that expenditures are kept within budgetary limits and that they adhere to high standards of performance, value for money and project timelines.
- Closes out project accounts upon project completion
- Exercises responsibility for implementing and operating an effective cash management system in respect of project funds
- Reviews on an ongoing basis all project bank accounts to ensure that there are no large idle cash balances.
- Monitors the implementation of project budgets
- Reviews project bank reconciliation statements
- Reviews component ledgers, analyses ledgers and advance ledgers.
- Prepares Bank Reconciliation statements
- Prepares Monthly and Quarterly Financial Reports for the Projects
- Monitors projects' cash books for adequacy, accuracy and compliance.
- Reviews contracts and subcontracts to ensure terms and conditions are consistent with requirements of project sponsors and GOJ.
- Ensures that submitted invoices are accurate and settled promptly
- Reviews and approves all invoices submitted for payments
- Liaises with project managers and project sponsors on issues relating to project costing, project accounting etc.
- Maintains project-related records, including contracts and changed orders
- Maintains and manages all Project and Outstations accounting databases in the accounting information system to ensure timely updates, security and control.
- Enforces the timely submission of necessary information from project managers and Outstations Records Officers
- Highlights project areas with opportunities for improvement and assists in the implementation of corrective action.
- Compiles information for internal and external auditors as required
- Prepares financial governance document for distribution to project teams.
- Prepares/obtains feasibility analysis for all projects before submission for approval by the Project Manager.
- Prepares/obtains budgets and detailed schedules for all projects and Outstations.
- Monitors project expenses, deliverables and timelines, compares with budget/schedule, investigate and produce variance report.
- Ensures that project guidelines are complied with.
- Monitors, tracks and records all expenses relating to each project and Outstations.

Human Resources responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals.
- Participates in the recruitment of staff for the Project and recommends transfer, promotions, termination and leave in accordance with the established human resource policies and procedures.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Ensures the welfare and developmental needs of staff 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.
- Supervises direct reports
- Ensures that staff members are aware of and adhere to the policies, procedures and regulations of the Authority.
- Ensures that members of staff supervised are courteous and efficient to internal and external clients.

Other Responsibilities

Performs other related functions assigned from time to time.

AUTHORITY

- Approves invoices
- Recommends action to correct cost overruns
- Certifies receipts, payment vouchers, travel and subsistence claim forms for payment.

- Recommends and approves leave.

PERFORMANCE STANDARDS

- Budgets for projects and sub-offices, operational and strategic plans are prepared in accordance with established guidelines and submitted within the specified timeframe.
- Operational expenditure maintained in a timely manner and in keeping with the FAA Act and generally accepted principles and procedures.
- Monitoring activities are carried out in accordance with established time frame, regulations and procedures.
- Financial statements prepared are accurate, thorough and in keeping with relevant standards and guidelines.
- Technical advice and responses are comprehensive, accurate and submitted within the established timeframe.
- Financial and accounting records are accurately maintained in keeping with Government regulations.
- Financial reports, information and advice are accurate, of high quality and provided within the stated timeframe.
- Key deliverables are produced within agreed timeframes and to required standards.
- Project Feasibility Analysis accurately prepared and submitted within the agreed timeframe
- Project disbursements made in accordance with the established schedule
- Project costs/expenses/deliverables/timelines are effectively monitored and are in compliance with established standards and guidelines.
- Project and Outstations accounts and records updated and maintained in accordance with FAA requirements
- Contracts and sub-contracts are effectively and consistently reviewed and terms and conditions are consistent with the requirements of project sponsors and GOJ.
- Invoices are accurately reviewed and approved in keeping with the FAA requirements
- Projects’ and Outstations’ accounting databases are effectively managed and are up-to-date
- Progress, variance and other reports and statements are all prepared and presented within the required timeframe and to desired standards.
- Project time and cost overruns are identified early and mitigating action recommended.
- Staff supervised in accordance with agreed standards
- Clients are treated according to set customer service standards

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 (as per technical skill competency framework ver.2.1)	Required Level (1-4)
Oral Communication	3	Knowledge of the operations of the Government and the NFA and its projects, programmes, organizational policies and procedures, (Local and International, Fisheries act, Staff Orders,)	3
Written Communication	3	Knowledge of Government Accounting Financial Regulations, Financial Administration and Audit Act/FAA	3
Leadership	1	Knowledge of General Accounting principles and practices	3
Customer and Quality Focus	3	Sound knowledge of Management Accounts	3
Problem Solving and Decision Making	3	Use of technology: Proficiency in the use of relevant computer applications (Micro soft office Suit,	2

		GFMS)	
Teamwork and Cooperation	3		
Initiative	3		
Integrity	4		
Analytical Thinking	3		
Compliance	3		
Interpersonal Skills	3		
Planning & organizing	3		

MINIMUM REQUIRED QUALIFICATION

- BSc. Degree in Accounting/Management Studies with Accounting from a recognized institution
- Two (2) years related accounting experience

OR

- ACCA Level 2 or 3 Post-Graduate Degree in Accounting/Financial Accounting
- At least four (4) years related accounting experience

SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Ability to cope well under pressured working conditions and to meet deadlines
- May be required to travel Island wide
- May be required to work on weekends and public holidays
- Exposure to adverse conditions on construction site/marine vessel/water

13. Senior Capture Fisheries Extension Officer

JOB PURPOSE

Under the general supervision of the Regional Capture Fisheries Extension Officer, the Senior Fisheries Extension Officer has responsibility for coordinating the extension service programmes and activities within an assigned parish to ensure that the policies, plans and programmes to facilitate capture fisheries development and management are implemented. He/ she provides ongoing support with the implementation of relevant programmes and projects of the National Fisheries Authority at the parish level.

Accordingly, the incumbent facilitates the implementation of strategies and programmes to ensure proper conservation, protection and management of the natural (marine and riverine) fishable resources. The incumbent also implements programmes to ensure technology transfer, training, capacity building and the facilitation of interventions to support the development and efficient operation of capture fisheries within the parish. He/she also monitors the impact of the extension policies at the parish level and provides feedback, thereby creating linkages between the needs of the sector and research activities.

Additionally, there is a requirement for the incumbent to participate in the planning, organization, development and administration of systems, procedures and programmes for the development and management of Capture Fishery in Jamaica.

KEY RESPONSIBILITIES AREAS

Management/Administrative Responsibilities

- Participates in the formulation of regional capture fisheries plans and programmes;
- Supervises the implementation of programmes and projects in the parish to ensure that work is carried out effectively and that the agreed targets are met;
- Participates in the organization of fisheries meetings, seminars and workshops within the parish;
- Prepares monthly, quarterly, annual reports and any other ad hoc reports that may be required.
- Represents the Capture Fisheries Extension Services Branch at conferences, seminars and workshops on aquaculture and related matters;

Technical/ Professional Responsibilities

- Manages, co-ordinates and implements Capture Fisheries Extension Services' programmes and projects related to the national development of the fisheries sector
- Recommends changes in policies relating to the fisheries sector in light of globalization trends and conservation and management measures being undertaken worldwide for sustainable fisheries development
- Represents the Director at meetings, seminars, workshops at the national, regional and international levels
- Coordinates and provides a mechanism in which fisheries and fisheries-related conflicts can be heard across a diverse stakeholder base (e.g. pollution, accidents at sea, theft of fish and fishing gear, beach infrastructure, etc.)
- Works in collaboration with related agencies in the development and coordination of fisheries related activities in the wider sector (e.g. Jamaica Defence Force Coast Guard, Marine Police, National Environment and Protection Agency, Non-Government Organizations, Community-Based Organizations, etc)
- Develops and implements capture fisheries extension programmes and activities within an assigned parish;
- Disseminates information and transfers technology in fisheries to fishers and other relevant stakeholders;
- Ensures the implementation of educational programmes relating to fisheries management, development and conservation through activities at the parish level;
- Represents the National Fisheries Authority at Court proceedings on matters relating to contravention of the Fisheries Act;
- Collaborates with local, regional and international specialists involved in fisheries related activities to keep abreast with developments in the fisheries;
- Makes recommendations to the Regional Fishery Extension Officer with respect to the management of issues affecting fisheries resources and fishery activities within an assigned parish;
- Liaises with governmental and nongovernmental organizations concerned with the conservation and sustainable utilization of marine species;

- Supports the development and maintenance of databases for the storage of fisheries data to ensure timely and accurate dissemination of information to the sector;
- Supports the implementation of activities to ensure the adaptation of local and international seafood standards through the organization of workshops, seminars and training courses;
- Recommends the revision of policy guidelines in order to meet the global changes in the Fishing Industry;
- Collaborates with the Principal Director, Compliance, Licensing & Projects to disseminate information on the registration and licensing process of fishermen and boats;
- Inspects fishing vessels to ensure that they meet specified requirements in keeping with fishing regulations;
- Provides technical training to fisher folk;
- Conducts interviews with fisher folk and collects data on fish caught;
- Investigates and reports on loss of fishing equipment;
- Investigates and reports on cases of accidents at sea involving fisher folk and forward relevant information to the Director, Fisheries Extension Services for action;
- Prepares reports on the condition of the beaches;
- Liaises with the Department of Cooperatives in the promotion and supervision of the fishermen's Cooperative and reports on their progress;

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Ensures the welfare and developmental needs of staff supervised 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 any other related duties which may be assigned by the Regional Capture Fishery Extension Officer

AUTHORITY

- Recommends subsidies /incentives for fishers
- Recommends changes in policy
- Recommends payments
- Certifies travelling and other Claims
- Recommends disciplinary action, vacation and departmental leave
- Recommends promotions, acting and seniority allowances

PERFORMANCE STANDARDS

- Work plan and parish budget submitted in a timely manner and in accordance with established standards
- Projects and programmes implemented and monitored in accordance with established time table
- Incidents and/or accidents investigated and reports prepared are thorough and accurate
- Critical sector information is disseminated accurately and expeditiously
- Relationships with stakeholders strengthened and maintained
- Reports are accurate, comprehensive and produced within agreed time frame and in accordance with established guidelines
- Sound and accurate technical advice provided to fishers in a timely manner
- Fisher folk trained in accordance with wet standards and established time frames.
- Performance of staff supervised meets/exceeds the required standard;
- Staff needs clearly identified and addressed in a timely manner.

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 Competencies	Required Level (1-4)	Technical Competencies (as per technical skill competency framework ver.2.1)	Required Level (1-4)
Oral Communication	3	Knowledge of the operations of Government and Authority’s policies and procedures (The Fishers Act , Staff Order setc)	3
Written Communication	3	Good Knowledge of fisheries development and extension principles, methods and technique	3
Customer & Quality Focus	3	Working knowledge of economics and business management principles and practices	3
Problem Solving and Decision Making	3	Familiarity with international standards for fisheries best practices	3
Interpersonal Skills	3	Programme development and project management skills	3
People Management	3	Sound knowledge of Fisheries Laws and Regulations, regional and international conventions and agreement,	3
Integrity	3	Use of Technology; Proficiency in relevant (Microsoft Office Suite)	3
Initiative	3		
Leadership	3		
Planning & organizing	3		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- BSc in Natural Sciences, Agriculture, Social Sciences or related discipline or equivalent qualifications
- Two (2) years experience in Fish Production and Extension Services in a comparable working environment.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to challenges and crises which require response at very short notice
- Required to work in brackish, riverine, coastal and offshore marine environment
- Exposure to long hours in the sun, dust and water
- May be necessary to wear protective clothing at times, e.g. rubber boots.
- Required to travel locally, including travelling to remote locations
- Required to travel overseas
- Exposure to working in volatile communities

14. Capture Fisheries Extension Officer

JOB PURPOSE

Under the supervision of the Senior Capture Fisheries Extension Officer, the Fisheries Extension Officer has responsibility for the implementation of extension service strategies and programmes at the parish level in order to ensure proper conservation, protection and management of the natural (marine and inland) fishable resources.

The incumbent implements programmes to ensure technology transfer, training, capacity building and the facilitation of interventions to support the development and efficient operation of capture fisheries within the parish. He/she facilitates licensing of fishers and provides feedback on the impact of extension policies at the parish level, thereby creating linkages between the needs of the sector and research activities.

Additionally, the incumbent provides ongoing support for the development and implementation of relevant programmes and projects of the National Fisheries Authority (NFA).

KEY RESPONSIBILITIES AREAS

Technical / Professional Responsibilities

- Provides input in the preparation of annual, quarterly and monthly reports;
- Assists in the implementation of an emergency management response plan for the Authority;
- Liaises with government and non- governmental organisations concerned with the conservation and sustainable utilization of marine species;
- Provides technical training to fishers;
- Facilitates the licensing of fishers and collaborates with the Licensing and Registration Unit for issuance of licences, authorizations and permits;
- Participates in the review of policies relating to the fisheries sector in light of globalization trends, as well as conservation and management measures;
- Supports the implementation of capture fisheries extension activities;
- Participates in the dissemination of information and the transfer of technology to fishers and other relevant stakeholders;
- Supports the implementation of educational programmes relating to fisheries management, development and conservation.
- Collaborates with the Compliance Branch on matters relating to enforcement of The Fisheries Act, 2018;
- Prepares reports on the condition of fishing beaches;
- Investigates and reports on the loss of fishing equipment;
- Supports the implementation of activities to ensure the adaptation of local and international seafood standards through the organization of workshops, seminars and training courses

Other Responsibilities

- Performs any other related duties which may be assigned by the Senior Fisheries Extension Officer.

AUTHORITY

- Recommends changes in policy
- Recommends the granting of licences & permits

PERFORMANCE STANDARDS

- Sound and accurate technical advice provided to fishers and other key stakeholders.
- Linkages among fishers and other stakeholders established, maintained and strengthened.
- Reports are accurate, comprehensive and submitted within agreed time frame.
- Information disseminated to fishers and other stakeholders on a timely basis.
- Training programmes organized and delivered in accordance with schedule.
- Status reports on fisheries projects prepared in accordance with established format and submitted within agreed time frame.
- Databases consistently updated and maintained.

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 Competencies (as per technical skill competency framework ver.2.1)	Required Level (1-4)
Oral Communication	3	Knowledge of the operations of the Government, the NFA and its projects, programmes, organizational policies and procedures, (Fisheries Local and International Polices, Fisheries act, GOJ Staff Orders,)	3
Written Communication	3	Good programme development and project management skills	3
Customer & Quality Focus	3	Sound knowledge of local and international capture fisheries production	3
Problem Solving and Decision Making	3	Sound knowledge of Fisheries Laws and Regulations, regional and international conventions and agreement,	3
Initiative	3	Working knowledge of economics and business management principles and practices	3
Integrity	3	Use of Technology; Proficiency in relevant (Microsoft Office Suite)	3
Interpersonal Skills	3		
Teamwork & Cooperation	3		
Impact and Influence	3		
Compliance	2		
Managing External Relationships	3		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor’s Degree in Marine Biology or related discipline from a recognised institution
- Two (2) years work experience in a similar field

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to challenges and crises which require response at very short notice
- Required to work in brackish, riverine, coastal and offshore marine environment
- Exposure to long hours in the sun, dust and water
- May be necessary to wear protective clothing at times, e.g. rubber boots.
- Required to travel locally, including travelling to remote locations
- Required to travel overseas
- Exposure to working in volatile communities

15. Aquaculture Officer

JOB PURPOSE

Under the general direction of the Senior Director, Aquaculture Planning, Development & Management (Level 9), the Aquaculture Officer (Level 6), has responsibility for assisting in the development and implementation of aquaculture management plans, thus ensuring that aquaculture is developed and conducted in a responsible manner.

The incumbent participates in monitoring the performance of plans as well as adherence to environmental standards for aquaculture activities; assists senior officers and relevant agencies in managing the inflow and outflow of water to fish farming areas and assists in designing plans to respond to emergencies in the sector including disease outbreaks, natural disasters and pollution spills. The incumbent also provides ongoing support services for the development and implementation of the programmes and projects of the National Fisheries Authority (NFA).

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Undertakes the formulation of preliminary management development plans for the farming of tilapia, shrimp and ornamental fish in coastal and inland areas as well as for mariculture in the assigned geographical zone;
- Collects and provides data on the ecological, social, economic and biological characteristics of the environment within the assigned geographical area to inform the identification of core zones for different aquaculture activities;
- Assists in analyzing data for core zones and in recommending plans and management measures to effect improvements;
- Implements and monitors specific aquaculture management and development planning activities for the core zones;
- Disseminates development planning information to economic interests, fish farmers and other stakeholders within the zone to stimulate interest;
- Examines proposals submitted by potential fish farmers for the development of aquaculture within the core zones and advises the Senior Aquaculture Management Officer on economic feasibility;
- Liaises and coordinates with relevant Agencies such as NEPA on environmental and land use issues and assists in designing and implementing plans to ensure the best utilization of lands in the zones for aquaculture development;
- Participates in the development and implementation of aquaculture specific emergency management plans to respond to incidents such as natural disasters, disease outbreaks and pollution spills;
- Makes recommendations to the Senior Aquaculture Management Officer for the institution of controls such as buffer zones to manage water supplies to fish farming areas to prevent the input of pesticides as well as the outflow of pollutants;
- Participates in the development of fish farm quality standards and the design of systems and procedures to monitor their implementation;
- Makes recommendations for the review of standards to maintain the quality of fish farms based on feedback/data received from other Branches within the Division;
- Provides technical information and advice to the Director, Aquaculture Planning, Development & Management, through the Senior Aquaculture Management Officer on the zoning and expansion of fish farming in the assigned geographic area;
- Attends local, regional and international training seminars, workshops and conferences to keep abreast of best practices in aquaculture management planning;
- Participates in local workshops and seminars to share global practices relating to aquaculture planning, development and management;
- Participates in the revision of policy guidelines in order to meet the global changes in the aquaculture sub-sector;

Other Responsibilities

- Performs other duties which may be assigned from time to time by the Senior Aquaculture Planning Officer or other senior officers of the Branch/Division;

AUTHORITY

- Recommends aquaculture business development proposals
- Recommends policy changes
- Recommends land use for aquaculture

PERFORMANCE STANDARDS

- Concerns/issues identified are submitted within the agreed timeframe for incorporation into plans
- Aquaculture management plans are relevant, current and prepared in accordance with established standards;
- Technical advice/guidance is sound, provided on an ongoing basis and is useful to recipients;
- Accurate aquaculture planning information is disseminated within the Authority and to stakeholders within the assigned core zones;
- Aquaculture business development proposals are promptly assessed and recommendations on feasibility provided within the agreed timeframe;
- Standards for fish farm management are continuously updated and available for quality monitoring;
- Reports are factual, submitted within the agreed time frame and contain useful recommendations;
- Training material is prepared within the agreed timeframe and is successfully delivered;
- Linkages with relevant agencies are successfully developed and maintained;

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 COMPETENCIES	Required Level (1-4)	Technical Competencies	Required Level (1-4)
Oral Communication	3	Knowledge of the operations of the Government and the NFA and its projects, programmes, organizational policies and procedures, (Local and International, Fisheries act, Staff Orders,)	3
Written Communication	3	Good knowledge of Aquaculture planning and management protocols	3
Customer & Quality Focus	3	Good knowledge of fish farm standards and quality assessment methodologies.	3
Interpersonal Skills	3	Understanding issues of relevance to responsible aquaculture including environment and social issues.	3
Teamwork and Cooperation	3	Use of Technology Proficiency in the use of relevant computer applications (Microsoft Office Suite)	2
Integrity	3		
Planning & organizing	3		
Initiative	3		
Managing External Relationships	3		
Analytical Thinking	3		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- First Degree in the Natural/Social Sciences or in a related discipline with specialized training in Fisheries (Aquaculture/Natural Resources) Management and Conservation
- Two (2) years experience in a comparable working environment

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to harsh working environment (e.g. aquatic and offshore areas)
- Extensive periods in the field during terrestrial operations
- Exposure to hostile clientele and situations where safety and security may be at risk
- Required to travel island-wide, including travel to remote locations and also travels overseas to regional and international meetings and conferences

16. Systems Administrator

JOB PURPOSE

Under the direct supervision of the IT Infrastructure Engineer, the incumbent will assist with the provision and maintenance of a secure, reliable and efficient computing and network environment, that permits users to perform their functions.

KEY RESPONSIBILITY AREAS

Technical and Professional Responsibilities

- 1. To provide sufficient information technology operational capability to achieve acceptable response times especially during peak periods, and to minimize down times to an acceptable level.**

Assists in providing a secure, reliable and efficient computer environment by:

- Resolving complex, undefined server hardware, systems software or application malfunctions.
- Diagnosing, analyzing and resolving routine and other systems problems as they occur.
- Installing systems, telecommunications-related and application software, and patches on various server platforms.
- Responding to queries related to hardware and software security and implementing on-going security awareness programmes for users.

Assists in optimizing system performance by:

- Monitoring computer systems and implementing parameter tuning geared to improve system performance.
- Customizing modifiable systems files to improve performance as instructed.
- Providing restricted system information as requested by authorized personnel
- Diagnosing, analysing and resolving simple routine systems management-related problems
- Performing programming tasks as required in the development and maintenance of systems processes, procedures and tools.
- Performing routine systems housekeeping procedures.
- Analysing logs and providing data for review by Infrastructure Services Manager.

- 2. To support the information requirements of all divisions of the Ministry in a timely, responsive and cost-effective manner.**

Ensures the security and integrity of the networked computer system by:

- Maintaining user authorization files.
- Participating in risk analysis and periodic reviews.
- Assisting in devising measures for back-up, system redundancy, virus prevention, and disaster recovery, which will minimize exposure to potential threats and reduce recovery time after disasters.
- Monitoring system usage to ensure that access to the system and data is done in the prescribed manner, and any violation is detected and addressed.

Assists in establishing secure connectivity with the Internet for related services such as email, web browsing, VPN, FTP etc.

Assists in maintaining Mail, Web and Intranet servers.

3. To continue to upgrade and expand existing hardware to accommodate the growing information and data processing needs of the Ministry.

Assists in the installation of servers, computers and peripherals within the Ministry, its departments and off-site divisions by:

- Inspecting sites to assess infrastructure needs.
- Preparing operational procedures for equipment use and maintenance of operating environment.

Assists in monitoring the supply of electricity to computers and related equipment to always ensure the availability of clean and continuous power, except for scheduled maintenance.

Keeps abreast of trends and developments in information technology especially in networking and communication related devices, system software and diagnostic tools.

Other Responsibilities

- Performs other related functions assigned from time to time.

AUTHORITY

- To make recommendations to correct any degradation of system performance.
- To make recommendation for corrective action for breaches of system security and / or violations of access privileges.
- To make recommendation for changes to conflicts in policies and / or administration of network.

PERFORMANCE STANDARDS

- To provide information technology capability to achieve acceptable response times especially during peak periods, and to minimize down times to an acceptable level.
- To support the information requirements of all divisions of the Authority in a timely and cost-effective manner.
- To continue to upgrade and expand existing hardware to accommodate the growing information and data processing needs of the Authority.
- % of servers and computers performing optimally.
- Time taken to identify inefficient use of system resources.
- Time taken to detect users or processes that intentionally or otherwise breach system security.
- % reduction in the number of virus attacks on servers when compared with the previous year.
- % of specified system configurations implemented with due regard to cleanliness and aesthetics, and without modification.
- % of problems resolved within one month.
- % of user queries addressed within twenty-four hours after being reported.
- Disasters minimized or fully recovered.
- Computer systems are available to end-users, except for planned interventions such as preventative maintenance on servers, implementation of new releases of software etc.

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	Required Level (1-4)
Oral Communication	3	Expert Knowledge of local and wide area network architecture	3
Written Communication	3	Sound Knowledge of network protocols/maintenance and	3

		diagnostic tools	
Interpersonal Skills	3	Sound Knowledge of Office 365 Exchange and Azure directory	3
Customer & Quality Focus	3	Excellent Network maintenance	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	Excellent Computer hardware and software troubleshooting, repair and maintenance	3
Initiative	3	Use of Technology: Proficiency in relevant Microsoft Software	3
Adaptability	3		
Analytical Thinking	3		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- B. Sc. In Computer Science or related field from a recognized institution
- At least 2 years hands-on experience in network and email administration.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions
- May be required to visit outstations islandwide

17. Licensing and Registration Officer

JOB PURPOSE

Under the general direction of the Senior Licensing & Registration Officer, the Licensing and Registration Officer is responsible for screening, interviewing and processing fishers and fish farmers who are applying for licences, authorizations and permits in accordance with The Fisheries Act, 2018.

The incumbent is responsible for ensuring that the Register of Fishers and Register of Vessels are updated and maintained, as well as generating reports in response to data requests.

KEY RESPONSIBILITY AREAS

- Process applications for licences, authorizations and permits
- Notes issues and complaints received from customers, for escalation to Senior Officers
- Verify documentation submitted by applicants to ensure accuracy with the requirements for licensing.
- Ensures that licences, authorizations and permits are issued in accordance with The Fisheries Act, 2018 and attendant regulations.
- Proofreads licences, permits, authorizations and identification cards
- In conjunction with the Senior Licensing and Registration Officer, coordinates in-field licensing and public education sessions.
- Generate and disseminate public awareness materials.
- Dispatch licences, authorizations and permits to applicants.
- Generate licensing reports in response to data requests and for dispatch to the Compliance Branch and security partners.
- Contributes to the preparation of licensing data and information reports.
- Maintains the Register of Fishers and Register of Vessels

OTHER RESPONSIBILITIES

- Performs any other related duties which may be assigned.

AUTHORITY

- Give recommendation for issuance of licences, authorizations and permits

PERFORMANCE STANDARDS

- Applicants processed within agreed time period
- Database maintained on fishers, vessels, aquaculture facilities and practitioners in keeping with agreed systems and procedures.
- Licences, authorizations and permits are generated in keeping with regulations and specified timeframe.
- Applicants interviewed professionally and courteously.
- Information collected and recorded in keeping with guidelines specified.
- Information evaluated professionally in keeping with standards and procedures.
- Recommendations submitted to the Senior Officer in the required format and timeframe.
- Information stored securely in accordance with standard operating procedures.
- Accurate and comprehensive advice and professional support provided to stakeholders on the licensing and registration process.

REQUIRED COMPETENCIES

Core Competency	Required level (1-4)	Technical Competency (as per technical skill competency framework ver.2.1)	Required Level (1-4)
Oral Communication	2	Knowledge of the operations of the Government and the NFA and its projects, programmes, organizational policies and procedures, (Local and International,	3

		Fisheries act, Staff Orders,)	
Written Communication	2	Database Management (CRM/Registers) – Advanced skills in using and maintaining specialized licensing/registration databases (e.g., CRM)	2
Problem Solving & Decision Making	2	Negotiation and Conflict Management Skills	2
Planning and organizing	2	Application Processing & Quality Assurance – skill in screening applications, checking supporting documents for completeness, and proofreading licenses, permits, and identification cards for accuracy.	2
Customer & Quality Focus	3	Use of technology – Proficiency in relevant computer applications (Microsoft office suite, and other relevant software)	2
Integrity	3		
Initiative	3		
Teamwork & Cooperation	3		
Interpersonal Skills	3		
Analytical Thinking	3		
Goal/Result Oriented	1		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Associate Degree in Natural/Social Sciences or related discipline from a recognized institution.
- Three (3) years related experience.
- Training in customer relations and/or communication skills would be an asset.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work outside of normal working hours and on weekends and public holidays.
- May be subject to island-wide travel which includes remote locations
- May be subject to harsh working environment (e.g., aquatic and offshore areas) and hostile clientele.
- May be subject to corrupting influences
- Job requires handling of confidential information

18. Records Officer/Cashier (Montego Bay Sub-office)

JOB PURPOSE

Under the direct supervision of the Operations Manager, the Records Officer/Cashier is responsible for the safe custody and lodgment of all funds received at designated Sub-Station/s on behalf of the National Fisheries Authority.

In addition, the incumbent receives applications for licenses and permits, submits these to the Licensing and Registration Branch for processing and issues approved licenses and permits to qualified fishermen, fishing vessels and owners, thereby giving them permission to fish in Jamaican waters in keeping with the Fisheries Act. There is a requirement to liaise with other Authority personnel such as Extension Officers to ensure that applicants are genuine fishers and that boats are being maintained in accordance with seaworthy standards before accepting the applications for submission.

The incumbent also compiles and maintains records of licenses and permits issued at the designated Sub-Station/s as well as records of fuel stock. He/she monitors fuel use and prepares requisitions for depleted stock, as necessary.

KEY RESPONSIBILITY AREAS

Technical Responsibilities

- Prepares and issues receipts for all revenue collected by using Official Receipt Book
- Maintains the cash book
- Balances cash book on a daily basis
- Prepares monthly report detailing revenue collections
- Maintains petty cash float
- Prepares bank deposits for lodgement of funds received
- Prepares and dispatches daily bank lodgments to the relevant bank accounts in accordance with established guidelines, through the relevant Courier Service
- Maintains custody of cheques, cash and valuables
- Collaborates with the Operations Manager to ensure the maintenance of supplies for operational activities;
- Checks fuel received and maintains stock book by recording therein the quantity of outboard motor fuel issued daily;
- Checks and balances meter reading with daily sales and reports any discrepancies for appropriate investigation;
- Checks and signs off delivery of fuel to ensure that the quantity/product ordered is delivered;
- Prepares and submits weekly cash statement reports.
- Collects funds and issues receipts to fishers and vessel owners for revenues from the sale of fuel;
- Prepares and maintains cash sales receipt book
- Prepares monthly report detailing revenue collections;
- Collaborates with the Operations Managers to ensure that the occupational safety and health procedures for the Sub-Station are adhered to;
- Conducts/assists checks to ensure that the relevant compartments of the gas tanker are sealed;
- Interviews applicants to ascertain type of license needed (i.e. commercial, recreational);
- Collects data and documents for use in the licensing process;
- Completes application forms with the applicants; prepares internal forms for submission for authorizing signature(s);
- Monitors the attendance registers, maintains leave cards, prepares and submits the attendance reports for the Sub-Station/s to the Division's Administrative Office

Other Responsibilities

- Performs any other related duties, which may be assigned from time to time.

AUTHORITY

- Provides data on fuel stocked
- Makes reorder requests

PERFORMANCE STANDARDS

- Revenues are collected in accordance with established guidelines and receipts are issued to customers upon receipt of cash.
- Lodgments accurately prepared, secured and dispatched to the Bank on a daily basis.
- Cash book is updated daily and is accurately maintained in accordance with accounting principles and the provisions of the FAA Act.
- Cash Sales receipts and weekly cash statement report forwarded to Authority’s Accounting Branch for reconciliation on a weekly basis.
- Stock Book is updated daily and is accurately maintained in accordance with established accounting principles
- Accurate meter readings are recorded on daily basis and are consistently maintained.
- Confidentiality is maintained in data collection and dissemination
- License/Permit application documents produced are accurate and submitted within the specified timeframe.
- Reports are comprehensive and accurate and submitted within the agreed timeframe.

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 Competencies	<u>Required level 1-4</u>	Technical Competencies (as per technical skill competency framework ver.2.1)	<u>Required level 1-4</u>
Oral Communication	2	Sound knowledge of Government Accounting Procedures and the Financial Administration and Audit Act (FAA)	2
Written Communication	2	Sound knowledge of general accounting principles and practices	2
Customer and Quality Focus	2	Sound knowledge of safety procedures	2
Teamwork and Co-operation	2	Working knowledge of the Fisheries Act and related regulations and guidelines, also policies and procedures of the National Fisheries Authority	2
Integrity	2	Proficiency in the use of relevant computer applications	2
Initiative	2	Good Understanding of Supplies management and Inventory management	2
Interpersonal Skills	2		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Associate degree in business, or accounting or other social science
- Certificate in Government Accounting (Level 2)
- Training in Supplies Management
- Two (2) years experience in a similar capacity

OR

- Certificate (Upper Secondary Leaving)/ NVQ Certificate Level 3
- Certificate in Government Accounting (Level 3)
- Training in Supplies Management
- Four (4) years experience in a comparable work environment

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to gas fumes and susceptibility to fire hazards.
- May have to operate in hostile environments
- Susceptibility to risks associated with monetary transactions

19. Aquaculture Technician

JOB PURPOSE

Under the supervision of the Aquaculture Farm Manager, the Aquaculture Technician ensures the husbandry and production of food fish, ornamental fish, molluscs and crustaceans to facilitate production and research related activities. The incumbent also ensures the maintenance of production and farm facilities.

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Seines fish ponds by using seines of various types and other fish handling equipment
- Catches, grades and manually separates male and female fish
- Samples fish to obtain data for growth rate
- Catches, grades and stocks seed stock into production units.
- Feeds juvenile and adult fish,
- Prepares production and maintains production units
- Cannibalizes brood ponds to remove recruited fish
- Maintains infrastructure associated with production units.
- Assists in the construction/preparation of gear/material associated with the production of aquaculture products.
- Catches, prepares and accompanies seed stock to various fish farms/aquaculture facilities for stocking.
- Samples and restocks production units for new farmers, under the supervision.
- Assists in the recording/collection of data
- Collects water quality and environmental data and forwards same to supervisor in established format
- Collects fish of various species from farms and makes available to the laboratory for testing and research purposes,
- Assists with the maintenance of aquaculture farm equipment
- Undertakes regular monitoring of fish being farmed
- Maintains record of activities undertaken and ensures that these are kept secure and accessible at all times
- Prepares and submits reports to the Aquaculture Farm Manager for higher level planning activities
- Liaises with Supplies Clerk to ensure the delivery of supplies and equipment from stores
- Reports maintenance needs of project equipment
- Demonstrates fish farming practices at workshops/seminars
- Assists in setting up booth, production units and display for exhibitions

Other Responsibilities

- Performs any other related duties which may be assigned from time to time by the Senior Research Officer

AUTHORITY

- Monitors fish and provides data

PERFORMANCE STANDARDS

- Production facilities are maintained according to agreed standards
- Production units are prepared within agreed time frame and to the required standard
- Seining activities are performed using standard protocols within the agreed timeframe
- Production units and support infrastructure maintained according to the required standards and serviced within the agreed time frame
- Production activities are carried out according to the required standards within the agreed timeframe
- Production gear/material constructed in accordance with established standards and guidelines
- Regular monitoring of fish being farmed in accordance with established guidelines
- Water quality and environmental data collected and recorded within the agreed timeframe

- Reports prepared and presented within agreed time frame and in the specified format
- Required number of fish farming practice demonstrations undertaken

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	Required Level (1-4)
Oral Communication	2	Good knowledge of the Fisheries Act and related regulations and guidelines	2
Written Communication	2	Good knowledge of the policies and procedures of the National Fisheries Authority	2
Interpersonal Skills	2	Sound knowledge of Aquaculture production techniques and systems	2
Customer & Quality Focus	2	Knowledge of Fish Farm Management practices.	2
Problem Solving & Decision Making	2		
Teamwork & Cooperation	2		
Integrity	2		
Initiative	2		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Completion Secondary School education
- Demonstrated experience in fish farming

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposed to long periods in direct sunlight
- Exposure to harmful chemicals such as caustic soda
- Exposed to long periods in water with high phytoplankton bloom and nutrient loads
- May encounter predatory animals

20. Bulldozer Operator

JOB PURPOSE

Under the direction of the Aquaculture Extension Officer (Level 6), the Bulldozer Operator (Level 2), is responsible for the operation of a bulldozer to prepare land for pond construction.

KEY RESPONSIBILITY AREAS

- Operates bulldozer for the clearing of land
- Builds and renovates fish ponds
- Maintains logbook and prepares reports on the operation of the bulldozer
- Maintains and services bulldozer
- All major repairs required for the operation of the bulldozer are reported

OTHER RESPONSIBILITY

- Performs any other related functions assigned.

PERFORMANCE STANDARD

- Ponds built or renovated according to required specifications and agreed time frame
- Bulldozer serviced and maintained within specified time frame
- Records maintained within given time frame
- Reports produced within required time frame and established format

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 Competencies	Required Levels (1-4)	Technical Competencies (as per technical skill competency framework ver.2.1)	Required Level (1-4)
Oral Communication	1	Knowledge of the operations of Government/Knowledge of the Authority’s policies and procedures	1
Written Communication	1	Proficient driving skills	2
Problem Solving & Decision Making	1	Proficient in basic mechanics.	2
Customer & Quality focus	1		
Interpersonal Skills	2		
Teamwork & Cooperation	3		
Initiative	2		
Integrity	2		

Technical

- Excellent driving skills
- Proficient in basic mechanics.
- Knowledge of the operations of Government/Knowledge of the Authority's policies and procedures

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Secondary School Certificate
- Possession of a valid General Driver's License endorsed to allow for the operations of a Bulldozer
- 2 years work related experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Working long hours in sun, heat and dust.

AUTHORITY

Nil