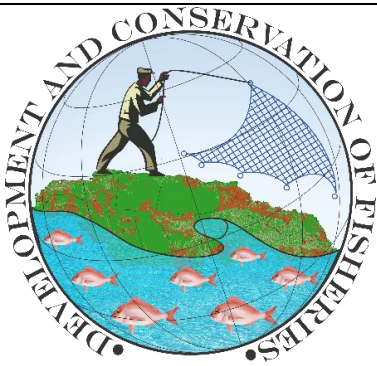




NATIONAL FISHERIES AUTHORITY

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

MAILING ADDRESS: P.O. Box 470, KINGSTON 13, JAMAICA

TELEPHONE: (876)948-9014 • (876)948-6933 • (876)967-2081 • (876)967-1601

FAX: (876)924-9182 | **WEBSITE:** <http://www.fisheries.gov.jm>

EMAIL 1: fisheries@nfa.gov.jm • **EMAIL 2:** fisheries_jamaica@live.com

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

TELEPHONE: (876) 984-9343 • (876) 984-9444 | **FAX:** (876) 984-5194

ANY REPLY OR SUBSEQUENT REFERENCE TO THIS COMMUNICATION SHOULD BE
ADDRESSED TO THE **CHIEF EXECUTIVE OFFICER** AND THE FOLLOWING
REFERENCE QUOTED.

May 22, 2026

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

1. **INVENTORY OFFICER (LEVEL 4)**
SALARY SCALE (\$2,190,302- \$2,945,713) PER ANNUM

IF YOU BELIEVE YOU POSSESS THE ABOVE QUALITIES AND A STRONG DESIRE TO HELP THE AUTHORITY FULFILL ITS MANDATE, SUBMISSION OF APPLICATIONS ACCOMPANIED BY DETAILED RESUME INCLUDING THE NAMES OF TWO (2) REFEREES SHOULD BE SUBMITTED VIA THE WEB NO LATER THAN **FRIDAY, JUNE 12, 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.

JOB PURPOSE

Under the direct supervision of the Director, Facilities, Property and Transport, the Inventory Officer is responsible for establishing and maintaining inventory records of the Authority's furniture, equipment and assets. The incumbent is also responsible for identifying and recommending equipment, furniture and assets that should be Board of Survey to the relevant authorities utilizing Government of Jamaica's guidelines.

KEY RESPONSIBILITY AREAS

TECHNICAL/PROFESSIONAL RESPONSIBILITIES

- Maintains systems procedures and activities to facilitate the optimum levels of inventory control for the NFA
- Develop and maintain database of all government furniture, equipment and other assets
- Maintains and secures all inventory records in Head Office and all outstations
- Monitors location of all furniture, equipment and government assets
- Develops and maintains Master Inventory of furniture, equipment and assets of the Authority's Head Office and all outstations
- Updates Master Inventory records electronically and manually.
- Identifies and recommends all repairs and Board of Survey to the relevant authorities
- Installs and maintains all location records within the Authority's government furniture, equipment and assets
- Prepares report on all equipment and furniture that are to be repaired/ Board of Surveyed
- Ensures that the proper protocol is utilized to dispose of Government's assets.
- Travels island wide to conduct inventory duties.
- Liaises with members of staff to ensure proper usage of government furniture, equipment and assets
- Examines supply invoices and compares with purchase orders.

OTHER RESPONSIBILITIES

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

AUTHORITY

- Nil

PERFORMANCE STANDARDS

- Systems and procedures established to facilitate optimum levels of inventory control.
- Inventory records maintained within the specified time frame and in accordance with set standards
- Furniture, equipment and other assets inventoried and identification marks installed upon receipt of goods
- Furniture, equipment and other assets disposed of in keeping with GOJ guidelines.
- Location records installed and maintained within the agreed time frame
- Accurate and comprehensive reports are produced within specified time frame
- Information documented and disseminated within the specified time frame
- Assets are repaired or Board of Survey within the specified time frame
- Manual and electronic Master Inventory Records updated within the specified time frame
- Supply invoices checked against purchase orders in keeping with inventory guidelines.
- Reports are produced within specified time frame

REQUIRED COMPETENCIES

Core Competency	Required Band (1-6)	Technical Competency	Required Level (1-4)
Communicating Effectively	2	Operations and Maintenance	2
Working Collaboratively	1	Space management	1
Effective Decision Making	1	Occupational Health and Safety	1
Ensuring Value for tax payer's money	2	Risk Analysis and Mitigation	1
Resource mobilization	1	Crisis Management	1
Providing Quality Service	2		

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Diploma in Inventory Management, Business Management or related disciplines from a recognized institution.
 - Two (2) years experience in a comparable working environment.
- OR
- Certificate in Inventory Management, Business Management or related disciplines from a recognized institution.
 - Four (4) years experience in a comparable working environment.

OR

- Four (4) CXC or GCE O levels including English Language and Mathematics.
- Five (5) years experience in a comparable working environment.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to dust, harmful chemicals
- Required to visit the stockroom, a non-office environment.
- Some lifting may be required.
- Required to travel islandwide.