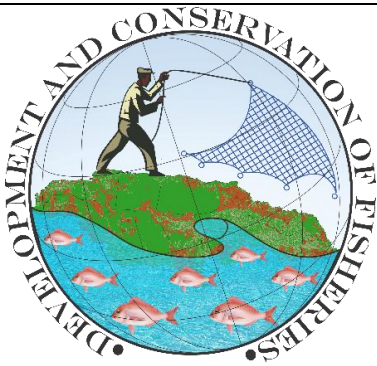




NATIONAL FISHERIES AUTHORITY

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.

August 28, 2026

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

- PUBLIC RELATIONS OFFICER (LEVEL 6)**
SALARY SCALE (\$3,501,526- \$4,709,163 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, SEPTEMBER 11, 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 general direction of the Director, Public Relations, the incumbent creates, organizes, implements and monitors Public Relations and Communications initiatives for the Authority. Responsibility is also exercised for promoting the Authority's policies, programmes, services and activities to enrich its image.

KEY RESPONSIBILITY AREAS

- Collaborates with the Manager, Public Relations on the design, development and execution of the Authority's public relations, public education, promotional and outreach programmes.
- Develops networking arrangements and linkages with the media, representatives of the fisheries communities and associations, private and public sector.
- Interprets policies, policy guidelines and procedural decisions and ensures that regulations are properly applied.
- Investigates complaints and monitors operations generally and recommends to the Manager, proposed changes to work programmes or makes necessary changes as required.
- Implements the Authority's Public Education Programmes, utilizing the mass media and public fora to foster greater understanding and public awareness of the Ministry's objectives and policies.
- Develops communication initiatives for radio, television and print media in consultation with the Jamaica Information Agencies.
- Prepares and disseminates information to the media, public and private organizations and the general public.
- Develops and disseminates the NFA's periodicals and other publications.
- Develops and implements effective communication strategies to sensitize staff about policy decisions, activities and developments within the Ministry.
- Organizes press briefings and conferences and other special events on behalf of the Ministry.

- Prepares speeches for various focal persons.
- Participates in the development of the Authority's communications policy.
- Participates in the development and implementation of the Authority's Public Relations Programme.
- Assists with formulation and implementation of public education programmes for the Authority.
- Participates in the planning and organizing of major events hosted by the Authority.
- Conducts research and writes scripts for production of videos of the NFA's programmes and events.
- Writes media advisories and assists with arrangements for media coverage of sector/Agency related events.
- Conducts research and writes scripts for radio programmes for NFA's achievements and developments within the fisheries sector.
- Assists with arrangements for the hosting of news conferences and media tours.
- Assists with the production of radio programmes for the Authority.
- Writes briefs for CEO and team for Radio/TV interviews to discuss the Authority's achievements.
- Interviews NFA officials and fisheries stakeholders on a regular basis, to facilitate the production of news stories for the print and electronic media.
- Provides updates for the audio and video clips segment of the NFA's website.
- Responds to emailed requests to the PR unit for information on fisheries related issues.
- Assists with writing and editing of the Authority's Annual Report.
- Performs any other functions assigned by the Manager.
- Promotes adherence to the Authority's policies, regulations and standards.

OTHER RESPONSIBILITIES

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

PERFORMANCE STANDARDS

- Public education programmes, seminars and meetings effectively organized within the stated guidelines.
- Public relations and communications initiatives developed in a timely manner and incorporated into the planning process.
- Public Relations and communications strategies including social media, website updates and web page developed and website traffic monitored.
- Networking arrangements and linkages established and strengthened with the media, fishing communities and other stakeholders.
- Successful highly organized press briefings, conferences and special events.
- Carefully researched and written speeches media updates and scripts finalized to the required standard and timeframe.
- Promotional and outreach programmes, workshops, seminars and workshops are successfully coordinated and as scheduled.
- Public relations and communications information prepared and disseminated in the agreed format and timeframe.
- Periodicals, publications and other documents completed and printed within the required timeframe and the agreed standard.
- NFA's image promoted through targeted information on policies, programmes, activities, services and regulations.

REQUIRED COMPETENCIES

Core Competencies

Oral Communication
Written Communication
Problem Solving & Decision Making
Interpersonal Skills
Teamwork & Cooperation
Initiative
Integrity
Analytical Thinking

Planning & organizing
Managing External Relationships
Managing Partners

Technical Competencies

Good knowledge of the Fisheries Act 2018 and related legislation, policies and guidelines.
Excellent knowledge of public relations and communications strategies, approaches, tools and methodologies.
Sound knowledge of Government's communication policies and protocols.
Website and Social Media Content: Expertise in developing engaging, informative, content for the NFA's website
Knowledge of the local media landscape.
Use of Technology: Proficiency in the relevant Microsoft office suit.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor of Arts degree in Mass Communications, Journalism or equivalent qualification.
- Specialized training in Public Relations and Communication
- Two (2) years experience in a comparable working environment.

OR

- Associate Degree in Mass Communications, Journalism or equivalent qualification.
- Specialized training in Public Relations and Communication
- Four (4) years experience in a comparable working environment.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Ability to meet tight deadlines and to work outside of normal working hours, including weekends and public holidays.
- The working environment may be stressful at times.