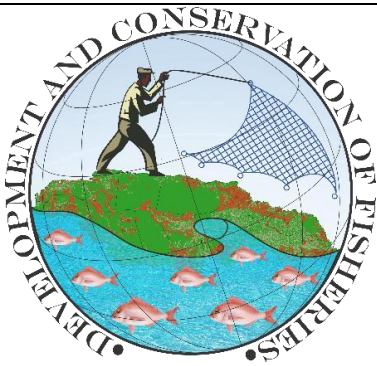




NATIONAL FISHERIES AUTHORITY

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

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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

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

October 6, 2026

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

DIRECTOR INFORMATION, COMMUNICATION AND TECHNOLOGY (LEVEL 8)
SALARY SCALE (5,198,035- \$6,990,779) 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, OCTOBER 16, 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.

Director Information, Communication and Technology

JOB PURPOSE

Under the direction of the Principal Director, Corporate Services Directorate, the Director, Information & Communication Technology is responsible for providing technology vision and leadership for the National Fisheries Authority. This involves the management of all aspects of ICT within the Authority and includes: development and implementation of ICT policies, plans and strategies, as well as development and review of operational and performance metrics, IT controls and business continuity planning. In addition, the incumbent will be required to maintain sound business relationships with critical business partners.

The incumbent is required to develop the long-term strategic plan, medium term financial plan corporate plan, operational plan and work programmes for the achievement of the Division's objectives. Additionally, the incumbent participates as a part of the senior management team in the NFA's strategic planning and budgeting processes as well as in the review and formulation of all policies and guidelines that are relevant to the NFA.

KEY RESPONSIBILITIES

Management and Administrative Responsibilities

- Develops and implements the Division's annual budget, strategic, operational plans.
- Assists with the preparation of the Authority's annual Strategic Plan and budget, and supports the Senior Director, Corporate Services to deliver the Directorate's Operational Plan in an accurate and timely manner;
- Establishes and monitors policies, procedures and controls to protect the Authority's ICT assets
- Establishes and implements systems for reporting of work done against stated and agreed work plans;
- Provides technical advice to the Chief Executive Officer, Senior Director of Corporate Services other Directors and Managers on matters relating to ICT;
- Communicates divisional goals and objectives to team members
- Keeps abreast of trends in ICT management and recommends their adoption/application where appropriate to enhance the effectiveness and productivity of the Division
- Ensures that staff are kept abreast of changes in policies and procedures and other matters of the Division/Authority and that the activities of the Division are carried out within established regulations and policies.
- Addresses technical and administrative problems arising out of the work of the Division
- Ensures that subordinates comply with the policies and procedures of the Authority
- Prepares and submits reports on the activities of the Division as required
- Represents the Division/Authority at meetings, workshops, seminars and conferences and makes presentations and submissions as required.
- Monitors and controls expenditure of the Division to ensure that work is carried out within budget and that agreed targets are met.

Technical and Professional

- Plans the development of and oversees the implementation of a Wide Area Cloud Network (WAN) linking the Authority with all its portfolio entities and develops a set of protocols governing the exchange of information and communication between the entities;
- Designs the development of a robust and resilient ICT infrastructure through proper planning, forecasting and adherence to international standards in design and implementation;
- Establishes long-term needs for the information systems and plans strategy for developing systems and acquiring hardware to meet application needs.
- Manages the development, implementation, and maintenance of information systems; data processing systems and procedures for the organization include productivity tools, databases, network administration, applications programming, web design and user support throughout the Authority; interfaces and coordinates with external stakeholders to meet system objectives.
- Conducts ICT risk assessment.
- Devises procedures which are conducted to ensure optimum system performance and efficient computer utilization; Ensures system studies are carried out to evaluate electronic data processing needs and oversees the fulfilment of those needs.
- Reviews analyses of user needs vis-à-vis policies and approves proposals for modifying information systems when required, which could include acquisition of hardware.
- Maintains liaison with representatives of other agencies Information Systems to establish and maintain appropriate interface or exchange of data with existing or planned systems.
- Maintains liaison with professional organizations and equipment manufacturers to ensure utilization of current principles and techniques.
- Directs the introduction of new applications or enhancements to the Authority's information systems;
- Provides reports on the progress of ICT initiatives to determine the achievement of objectives.
- Evaluates existing components of the computer operating system. Participates in studies of projected software and hardware and in the development of recommendations to the management.
- Evaluates implementation plans for new and/or revised systems.
- Analyzes computer user's requirements to determine hardware and software configuration and development needs and prepares cost/benefit analysis.
- Oversees the control of the use of the database and ensures updates of information.

- Organizes business information training for members of staff.
- Manages the selection and assessment of software packages by;
 - approving and/or developing specifications for application software required
 - approving and/or developing requests for proposal, and determining the most suitable options
- Decides on selected purchase and implementation software packages related to collection, analyses and dissemination of data.
- Defines and informs of standards and procedures for websites and intranet and other to enable recommendations to manage disseminations mechanism.
- Keeps abreast of trends and developments in standards and procedures for automated application, website, and intranet development.
- Keeps abreast with national and international trends in statistical and marketing data collection.
- Makes recommendations to improve systems in keeping with technological trends.
- Ensures web page is routinely and correctly maintained and updated.
- Manages the changes in procedures, hardware and software acquisitions necessary to enable the Authority's compliance with the Data Protection Act 2020.

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports; prepares work plans and 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.
- Provides leadership to staff through effective objective setting, delegation coaching, guidance, mentoring and communication.
- Develops, in collaboration with the Human Resources Branch, and implements a succession planning program to facilitate continuity and the availability of required skills and competencies to meet the needs of the Authority.
- Ensures the welfare and developmental needs of staff in the branch are clearly identified and addressed.
- Provides for appropriate career building and professional development activities to foster a culture of teamwork and employee empowerment, commitment and high performance
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and organization's goals.

Other Responsibilities

- Performs any other duties assigned from time to time by the Chief Executive Officer or the Principal Director Corporate Services.

AUTHORITY

- Approves conceptual design of the system, and conceptual and physical designs of websites and intranets.
- Approves database and programming software best suited to users' needs and requirements.
- Approves time and costs associated with database and computer application projects.
- Approves the suitability of security measures to be employed to protect vulnerable data and information.
- Approves processing, storage and backup capacity required to optimize database and computer applications performance.
- Recommends the recruitment and training of team members.
- Recommends vacation/departmental leaves.

PERFORMANCE STANDARDS

- Operational plans, projects and programs developed and implemented within the agreed timeframe.
- ICT policies drafted and submitted within the agreed timeframe.
- ICT risk assessment conducted, and appropriate mitigation strategy developed and implemented.
- ICT infrastructure meets user requirements.
- Guidelines, standards and procedure for database application developed and implemented in accordance with the established format.
- The information system is cost effective and secure in keeping with government guidelines.
- User manual and SOPs effectively maintained and consistently updated.
- Secure, timely, user-friendly websites and intranets in place within the agreed timeframe.
- Network and data security maintained in accordance with established standards.
- All security breaches addressed and reported as required.
- Back-ups are conducted on a daily, weekly and monthly basis.
- Reports are comprehensive and accurate and produced within the agreed timeframe.
- Performance appraisal conducted in accordance with established standards.

REQUIRED COMPETENCIES

Core Competencies

- Oral Communication
- Written Communication
- Initiative
- Integrity
- Customer & Quality Focus
- Interpersonal Skills
- Problem Solving and Decision Making
- Planning and organizing
- People Management
- Analytical Thinking
- Leadership
- Teamwork & Co-operation
- Strategic Vision
- Managing External Relationships

Technical Competencies

- 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,) • Excellent knowledge of network infrastructure and operating systems
- ICT/Network troubleshooting and problem-solving skills.
- Computer hardware maintenance techniques
- Knowledge of international standards and best practice in IT policy development and implementation
- Good knowledge of data administration concepts, systems development life cycles, database management.
- Proficiency in relevant Microsoft office suite applications and software's
- Strong background in program analysis, development and testing skills.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Master's Degree in an ICT discipline

- Three (3) years' experience in a comparable working environment

OR

Bachelor's degree in Information Technology.

- Post Graduate Certification in networking
- Five (5) years' experience in a comparable working environment

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal office environment
- Extensive local travel required
- Critical deadlines to be met.