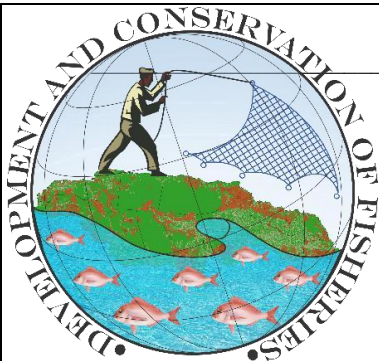




NATIONAL FISHERIES AUTHORITY

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

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:

Messenger (Level 1)

SALARY SCALE (969,653- \$1,304,075) 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.

Messenger

JOB PURPOSE

Under the supervision of the Administrative and Office Services Manager, the Messenger is responsible for the transportation of official documents and mail in a safe manner while ensuring that his motor bike is kept clean and mechanically sound.

KEY RESPONSIBILITIES

- Assists in the maintenance of the Authority's motor bike.
- Transports small items and packages for official functions and assignments as required.
- Ensures that mail is delivered to their correct address.
- Maintains proper records of daily assignments in log book.
- Ensures the efficient operation of the Authority's motor bike and accepts responsibility for same and its accessories.
- Observes vehicular and traffic regulations.
- Uses advanced card issued for purchase of fuel efficiently and returns all receipts to the Supervisor.
- Reports all motor bike defects as soon as observed to the Supervisor and records incidents in log book.

- Reports all accidents to the Police and to the Supervisor and ensures that the correct accident protocol is followed.
- Completes the service and repair records for the motor bike assigned.
- Ensures that the motor bike are properly licensed, insured and Certificates of Fitness is up to date.
- Ensures that goods and services are collected as necessary.
- Performs other assigned duties.

OTHER RESPONSIBILITIES

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

AUTHORITY

- Nil

PERFORMANCE STANDARDS

- Motor bike maintained in good order.
- Small items, packages, documents and mail transported expeditiously and in good order.
- Log book updated daily and accurately.
Traffic regulations observed at all times.
- Accidents reported and statements written to the Police and the Supervisor in keeping with GOJ guidelines.
- Fuel reports approved and submitted as required.
- Accidents reported and written statements submitted to Supervisor.
- Service and repair records updated accurately as required.
- Motor bike licensed, insured and Certificate of Fitness valid in keeping with safety policies.

REQUIRED COMPETENCIES

Core Competencies

Oral Communication

Written Communication

Problem Solving and Decision Making

Customer & Quality

Initiative

Integrity

Compliance

Interpersonal Skills

Technical Competencies

Knowledge of the operations of the Authority's transportation procedures.

Defensive riding skills

Proficiency in basic mechanics.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Basic GOJ requirements for Entry to the Civil Service
- Valid Motor bike License.
- Two (2) years experience in similar position.
- Understanding of Basic Mechanical Operations would be an asset

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SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Extensive travelling
- May have to work for extended hours and on weekends and public holidays