



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.

July 15, 2024

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

1. **SENIOR LEGAL OFFICER (LEVEL 10)**
SALARY SCALE (\$6,333,301 - \$8,517,586) PER ANNUM
2. **SENIOR DIRECTOR, AQUACULTURE EXTENSION (LEVEL 9)**
SALARY SCALE (\$6,333,301 - \$8,517,586) PER ANNUM
3. **AQUACULTURE ENGINEERING SPECIALIST (LEVEL 8)**
SALARY SCALE (\$5,198,035-6,990,779) PER ANNUM
4. **OUTSTATION AND SPECIAL PROJECTS ACCOUNTANT (LEVEL 5)**
SALARY SCALE (\$2,803,771-3,770,760) PER ANNUM
5. **BUDGET OFFICER (RECURRENT) (LEVEL 4)**
SALARY SCALE (\$2,190,302-2,945,713) PER ANNUM
6. **ACCOUNTS CLERK (LEVEL 2) (2 POSTS)**
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 THE WEB NO LATER THAN FRIDAY, AUGUST 2, 2024 TO:

SENIOR DIRECTOR
CORPORATE SERVICES DIVISION
NATIONAL FISHERIES AUTHORITY
2C NEWPORT EAST
KINGSTON 11
E-MAIL: fisherieshr@moa.gov.jm

We appreciate your interest in these positions; however, only shortlisted applicants will be contacted.

1. Senior Legal Officer

JOB PURPOSE

Under the direction of the Chief Executive Officer, the Senior Legal Officer (Level 10), has overall responsibility for administering all activities relating to the legal obligations of the Authority and the statutory provisions within which the Authority functions. Accordingly, the incumbent is responsible for ensuring that the Authority operates in a manner that is fully compliant with the Fisheries Act 2018 and all the relevant local, regional and international laws, statutes and regulations which govern the Authority.

Additionally, the incumbent is responsible for the day to day direction and management of the Legal Services Unit's staff and operations as well as for all activities which serve to protect the Authority and its employees against any action that may arise.

The incumbent is required to make recommendations, determine issues of law and policy for cross sector and international issues, to represent the Authority in legal proceedings and to provide high quality legal counsel and guidance on a wide range of issues.

KEY OUTPUTS

- Budgets, corporate, strategic, operational and individual work plans developed.
- Legal framework developed, implemented and monitored
- Legislation programme developed.
- Legal opinions, briefs, recommendations, position papers and reports provided.
- Drafting Instructions developed and provided.
- Database of legal information developed.
- Contracts, legislation, policies and policy guidelines reviewed.
- Hearings conducted and concluded
- Strategic linkages developed with stakeholders.
- Seminars, conferences and workshops coordinated
- Applications for licenses, authorizations and permits examined.
- Skilled staff with needs identified and addressed.

KEY RESPONSIBILITY AREAS

MANAGEMENT/ADMINISTRATIVE RESPONSIBILITIES

- Directs the development of budgets/corporate/strategic and operational plans in accordance with the required guidelines.
- Advises the CEO on the legal policy framework for the Authority based on best practices and in keeping with the laws promulgated for the National Fisheries Authority.
- Recommends priorities and strategic direction for the Legal Services Unit and manages the Legal Officer, Administrative Support Officer and external Counsel as may be required from time to time.
- Develops, implements and monitors various policies, guidelines and procedures for the Authority.
- Reviews and analyses legislation, policies and policy guidelines and makes recommendations for amendments and changes.
- Formulates legal arrangements to establish partnerships with public and private sector entities, local, regional and international organizations.
- Formulates legal papers, Cabinet Submissions, briefs and proposals and represents the Authority at conferences, seminars, negotiations and committees locally, regionally and internationally.
- Participates in the development and conduct of training sessions and seminars for internal and external clients, for example compliance and enforcement sessions for staff.
- Participates in the quarterly and annual reviews/retreats and contributes to the general management and strategic direction of the Authority.

TECHNICAL/PROFESSIONAL RESPONSIBILITIES

- Directs the day to day management of the staff and operations of the Legal Unit.
- Keeps abreast of local and international legislation, conventions, regulations, protocols, policies and policy guidelines and guide the research programme required for the formulation or amendment of legislation, policies, policy guidelines and procedures.
- Reviews and advises on legal implications of legislation and policies and provides appropriate legal guidance and counsel on a wide range of legal issues which include, *inter alia* litigation, corporate governance, compliance, enforcement, risk management, licences, authorizations, permits, insurance, policies, employee and labour related matters.
- Provides proactive advice on potential legal issues to protect the Authority against legal risks.

- Works closely with the Chief Executive Officer, Principal Director, Directors, Managers and other staff, interpreting the law and providing support to ensure that the Authority's full legal rights and attendant obligations are protected and observed in the execution of its functions.
- Drafts and reviews conditions of authorizations, licences and permits and ensures that Gazette Notices are prepared and published.
- Ensures that the Authority operates in a manner that is fully compliant with all relevant local and international laws, statutes, guidelines and protocols which govern its operations.
- Reviews all legal documents including contracts, tender documents, legal submissions, protocols, licences and provides guidance accordingly
- Reviews applications for licences, authorizations and permits for adherence to guidelines.
- Prepares Drafting Instructions to the Chief Parliamentary Counsel for the formulation or amendment of legislation.
- Participates in the preparation of Cabinet Submissions to facilitate the amendment of legislation.
- Prepares Drafting Instructions and liaises with the Attorney General's Chambers on matters of law.
- Advises on the negotiation of settlements and analyses and formulates legal strategies and arguments to be employed in the prosecution and defence of legal cases under the Fisheries Act 2018 or other relevant legislation.
- Supervises the investigation and preparation of cases for civil and/or criminal litigation and attends Court, Tribunal, Enquiries or other legal proceedings to provide legal representation for the Authority.
- Conducts Hearings on matters in keeping with the provisions of the law.
- Participates in training programmes and seminars on Compliance and Enforcement and other topics as required.
- Investigates complaints and delays, analyses issues and implements or recommends corrective actions.
- Ensures adherence to established laws and policies governing the operations of the Authority.

HUMAN RESOURCE MANAGEMENT RESPONSIBILITIES

- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching.
- Develops and sustains teamwork, unity and commitment to organizational goals.
- Participates in the recruitment of staff.
- Approves leave, recommends appointments, training incentive arrangements and disciplinary action for staff supervised.
- Conducts staff appraisals and writes performance reports adhering to the required guidelines and timeframes.

OTHER RELATED DUTIES

Performs other related duties that may be assigned by the Chief Executive Officer from time to time.

AUTHORITY

- Approves expenditure within budgetary allocation.
- Approves travelling claims
- Recommends changes to policy and legislation.
- Approves policy, project and research proposals for implementation.
- Makes recommendations on leave, promotion, disciplinary action and promotion of staff.
- Fiat to prosecute.

PERFORMANCE STANDARDS

- Budgets, corporate, strategic and operational plans developed and implemented within established guidelines and timeframes.
- Comprehensive legal framework is instituted in stated timeframe, monitored with quarterly reviews to determine progress and to identify areas to be strengthened.
- Legislation programme developed annually to the required standard and within the agreed timeframe.

- Legal opinions, briefs, recommendations, papers and reports are thorough, accurate and submitted within the agreed timeframe.
- Drafting Instructions and Orders are well written, accurate and comply with the legislative guidelines.
- Database of legal information established and adequately maintained and secured.
- Contracts, legislation, policies and policy guidelines are thoroughly reviewed for accuracy and adherence to the various laws and regulations in the agreed timeframe.
- Hearings are competently managed and concluded equitably and expeditiously.
- Strategic linkages with stakeholders developed and strengthened within the required timeframe.
- Successfully coordinated seminars, workshops and consultations held in the established format and specified timeframe.
- Applications for Licenses, Authorizations and Permits are carefully examined for accuracy and compliance with legislation and regulations.
- Skilled, competent and motivated staff with needs identified and addressed.

REQUIRED COMPETENCIES

CORE

- Excellent leadership and interpersonal skills.
- Excellent presentation and communication skills.
- Excellent conceptual and listening skills.
- Strong policy formulation and analytical skills.
- Ability to write clearly and succinctly and to meet deadlines.
- Highly developed team building skills and the ability to work effectively with internal and external stakeholders.
- Excellent legal drafting and research skills.
- Excellent problem solving skills.

TECHNICAL

- Good knowledge of the Fisheries Act 2018, relevant legislation, legal guidelines, policies and policy guidelines of the National Fisheries Authority.
- Knowledge of national, regional and international Fisheries laws and protocols and other related international laws and regulations.
- Good arbitration and negotiation techniques.
- Good knowledge of public sector laws, rules and guidelines.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor of Laws (LLB)
- Certificate of Legal Education from the Norman Manley or Hugh Wooding Law School, UWI.
- At least two (2) years experience in a senior legal capacity
- At least five (5) years overall experience in the field

SPECIAL CONDITIONS

- Required to travel both locally and overseas for short periods.
- Long working hours to finalize papers, policies and other documents.
- Occasionally required to work on holidays and weekends.

2. Senior Director, Aquaculture Extension

JOB PURPOSE

Under the general direction of the Principal Director, Aquaculture Division the Senior Director, Aquaculture Extension Services is responsible for managing and monitoring all functions, activities and outputs relating to the extension services. The primary purpose of the position is 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.

Accordingly, the incumbent develops and implements projects that facilitate socio-economic development as well as product development, processing and marketing among stakeholders. The incumbent also interacts with stakeholders in order to provide feedback on the impact/effect of policies and create linkages between the needs of the sector and research activities. Generally, the post provides advice to inform decision-making relating to the implementation of activities and performance outputs within the regime of the extension service.

The incumbent is also required to participate in the planning, organization, development and administration of systems, procedures and programmes for the development and management of aquaculture in Jamaica. Additionally, the incumbent participates in and contributes to the Authority's strategic planning and budgeting processes, as a member of the senior management team.

KEY OUTPUTS

- Aquaculture Extension Services Operational Plan and work programme prepared and managed
- Annual Extension Services budget prepared.
- Business development plans developed
- Product development plans produced and updated
- Sites evaluated
- Fish Ponds designed and constructed
- Support to fish farmers provided
- Relationships with key stakeholders established and maintained
- Projects and programmes developed and implemented
- Information to fish farmers disseminated
- Advice on the revision of Extension Services policy, guidelines and legislation provided
- Reports, briefs, position papers and other relevant documents prepared.
- Staff needs are identified and addressed
- Staff performance evaluated and monitored
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KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Directs the programmes and activities of the Aquaculture Extension Services Branch in accordance with the established policies, laws and regulations of the Authority.
- Develops the Branch's operational plans and policies, and monitors to ensure that work is carried out as planned.
- Prepares the Branch's budget and manages funds required for programmes/projects
- Ensures that all required processes, systems and controls are in place to enable achievement of the Branch's objectives
- Manages the work programme of the Branch to ensure that there is operational efficiency and that agreed targets are met
- Develops in collaboration with staff, work programmes for the accomplishment of island-wide extension services
- Ensures that the physical and material resources necessary for the implementation of the planned extension initiatives are available in adequate supply and used efficiently
- Ensures that appropriate communication and knowledge management systems are in place within the Branch and with other internal and external entities.
- Ensures the management and continuous performance of staff within the Branch through the implementation of the performance management system
- Collaborates with other directors and managers in developing and implementing Authority-wide administrative and other corporate policies
- Represents the Authority on Committees as well as at local and international conferences, seminars, workshops and meetings concerning fish production, distribution and sustainability, provides professional support, presents papers and makes submissions and presentations, as required.

Technical/Professional Responsibilities

- Develops, coordinates and monitors the implementation of an effective extension programme for aquaculture, ensuring the transfer of appropriate technology to the farmer.
- Monitors inspections of field-work development, specifically those relating to pond construction and fish farm operations in order to identify issues and provide assistance in resolving the problems which may arise
- Monitors the various technical assistance services to fish farmers e.g. the provision of seed stock
- Develops proposals for the implementation of benefits such as subsidies and incentives to fish farmers ensuring that safeguards to avoid potential problems are included
- Ensures that the processes for the rental of nets and other equipment for harvesting fish from small farmers are carefully managed in order to reduce the risks of disease transfer between farms
- Coordinates the development and implementation of business arrangements to assist fish farmers in marketing their products
- Collaborates with the Research Branch to facilitate technology transfer based on emerging research, adding value to aquaculture products, develop and implement production measures aimed at adding value to tilapia products
- Collaborates with the Director of Compliance and Licenses to report breaches of regulations by fish farmers and facilitate the compliance process
- Participates in and contributes to an efficient system of aquaculture data collection for the monitoring of the aquaculture industry
- Participates in the development of an academic curriculum in aquaculture for agriculture colleges and other secondary and tertiary institutions in Jamaica
- Makes recommendations on the feasibility of aquaculture projects which are proposed by the private and public sector agencies in Jamaica.
- Facilitates the development of projects and programmes aimed at improving aquaculture production and efficiency and developing the value chain and strengthening the participation of fish farmers in the aquaculture value chain

Human Resource Management Responsibilities

- Provides leadership and guidance to direct reports through effective objective setting, planning, delegation, communication, training, mentoring and coaching.
- Identifies the training needs of the staff and facilitates the formulation of programmes for staff training and development.
- Recommends disciplinary action to be taken when necessary.
- 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 attainment of established personal and/or organizational goals.
- Participates in the recruitment of staff for the Branch and recommends transfers, promotions, termination and leave in accordance with established human resource policies and procedures.
- Collaborates with the Corporate Services Division to develop and implement a succession planning programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the Branch.
- Ensures the welfare and developmental needs of staff in the Branch are clearly identified and addressed.
- 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 other related duties that may be assigned by the Chief Executive Officer and/or the Principal Director from time to time.

AUTHORITY

- Certifies payment vouchers and travelling claims
- Recommends leave, acting appointments, promotions
- Recommends subsidies/incentives for fish farmers
- Approves expenditure within budgetary allocation
- Recommends training for staff and potential fish farmers
- Recommends disciplinary action

PERFORMANCE STANDARDS

- Extension Services Operation plans and work plans prepared within agreed time frame and in accordance with established guidelines
- Annual budget is prepared in accordance with established guidelines and submitted within the agreed timeframe
- Business development plans are continuously reviewed and consistent with international best practice
- Product development plans are relevant and current and prepared within the agreed timeframe
- Farm sites are visited and evaluated in accordance with the established schedule
- Fish ponds are designed according to established specifications and fully operational
- Seed stock efficiently delivered and feedback on same provided within the agreed timeframe
- Extension Service policy advice is consistently provided and is in keeping with international best practice
- Reports and other documents are accurate, comprehensive and submitted within agreed time frame
- Staff needs are clearly identified and addressed in a timely manner

REQUIRED COMPETENCIES

Core

- Strong leadership and management skills
- Good interpersonal and people management skills
- Good communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills
- Proficiency in the use of relevant computer applications

Technical

- Sound knowledge of the Fisheries Act and related regulations and guidelines
- Sound knowledge of the policies and procedures of the National Fisheries Authority.
- Good knowledge of public sector laws, rules and guidelines and of the Ministry's policies and procedures
- Excellent knowledge of agricultural extension principles, methods and techniques
- Good knowledge of fish farm design and construction
- Sound knowledge of all types of aquaculture fish production
- Good knowledge business management and development skills

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Masters Degree in Aquaculture, Fisheries Management, Agricultural Rural Development or relevant Discipline.
- Four (4) years experience in extension services and working in an environment of similar size and complexity, at least two (2) of which should be at a senior managerial level

OR

- Bachelor's Degree in Aquaculture, Fisheries Management, Agricultural Rural Development or relevant Discipline.
- Seven (7) years experience in extension services and working in an environment of similar size and complexity, at least four (4) of which should be at a senior managerial level

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to physically demanding working environment
- Exposure to challenges and crises which require response at very short notice
- Impacted by high stress from other government directed programmes
- Required to travel island-wide, including travel to remote locations

3. Aquaculture Engineering Specialist

JOB PURPOSE

Under the direction of the 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 OUTPUTS

- Fish holding facilities designed and constructed
- Fish ponds and marine cages constructed or renovated
- Site surveys conducted
- Blueprints/drawings prepared
- Technical advice provided
- Appropriate construction equipment and material identified/recommended
- Records maintained
- Reports produced
- Staff performance evaluated
- Training recommended

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 blue print 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 STANDARD

- 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);
- Fish ponds and marine cages constructed or renovated in accordance with established industry standards and within the agreed time frame.
- Blue prints/drawings are accurate, depict appropriate layout and prepared within the agreed time-frame.
- 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

CORE:

- Good leadership and management skills
- Good interpersonal skills
- Excellent communication skills
- Strong customer relations skills
- Strong problem solving and conflict management skills
- Excellent knowledge of relevant Computer applications and software

TECHNICAL

- Sound knowledge of the Fisheries Act and related regulations and guidelines;
- Sound knowledge of the policies and procedures of the National Fisheries Authority;
- Excellent Knowledge of surveying methodologies and techniques for the layout and construction of fish ponds, marine cages and other aquaculture facilities;
- Sound Knowledge of aquaculture/civil engineering theories, principles & practices;
- Sound Knowledge of machinery used in the construction of fish ponds, marine cages and support infrastructure;
- Working knowledge of the nature and properties of soils;
- Working knowledge of water currents, wind and wave actions;
- General awareness of environmental factors that impact or are affected by aquaculture;
- 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;

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 fish ponds.
- 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

4. Outstation and Special Projects Officer

JOB PURPOSE

Under the direction of the Director, Finance and Accounts Division (Level 9), the Outstations and Special Projects Accountant (Level 5), is responsible for the accounting transactions relating to specific 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

The incumbent also accounts for all funds received at Sub-Stations 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 OUTPUTS

- Project feasibility analysis prepared and submitted
- Budgets and forecasts for Projects and Outstations prepared
- Funds disbursement requests prepared
- Project costs/expenses/deliverables/timelines monitored
- Project and Outstations accounts and records updated and maintained
- Contracts and sub-contracts reviewed
- Invoices reviewed and approved
- Progress, variance and other relevant reports and information compiled and presented
- Project accounting databases managed
- Project accounting issues identified and improvement/corrective actions recommended

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Communicates directly with Contractors, Project Sponsors and Project Team Members.
- Communicates directly with Outstations' Records Officers.
- Represents the Authority at project team meetings and other project related fora.
- 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, compare with budget/schedule, investigate and produce variance report.
- Maintains project accounts data in the accounting information system.
- Maintains Outstations accounts data in the accounting information system.

- Ensures that submitted invoices are accurate and settled promptly.
- Ensures that project guidelines are complied with.
- Reviews contracts and subcontracts to ensure terms and conditions are consistent with requirements of project sponsors and GOJ.
- 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
- Monitors, tracks and records all expenses relating to each project and Outstations.
- Reviews and approves all invoices submitted for payments
- Compiles information for internal and external auditors as required
- 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.
- Manages all project accounting data-bases to ensure timely updates, security and control.
- Closes out project accounts upon project completion.

AUTHORITY

- Approves invoices
- Recommends action to correct cost overruns

PERFORMANCE STANDARDS

- Project Feasibility analysis accurately prepared and submitted within the agreed timeframe
- Budgets and forecasts for Projects and Sub-Stations prepared in accordance with established guidelines and submitted within the specified 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.

REQUIRED COMPETENCIES

Core

- Good oral and written communication skills
- Good problem solving skills
- Good leadership skills
- Good interpersonal and influencing skills.
- Good customer relations and quality focus skills
- Good planning and organizing skills
- Good teamwork and cooperation skills

Technical

- Knowledge of the GOJ Financial Administration and Audit Act. (FAA).
- Knowledge of Government Procurement Policies and Guidelines
- Sound knowledge of general accounting principles and practices
- Strong numeric and analytical skills
- Good knowledge of the Authority's Policies, Practices and Procedures.
- Competence in the use of spreadsheets and computerized accounting systems

- Proficiency in the use of relevant computer applications.

MINIMUM REQUIRED QUALIFICATION

- Associate Degree in Accounts/Finance/Business Administration
- Completion of the revised Certificate in Government Accounting.
- At least three (3) years related accounting experience

OR

- Diploma in Accounts/Finance/Business Administration
- Completion of the revised Certificate in Government Accounting.
- Four (4) years experience in a comparable work environment

SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Island wide traveling
- Exposure to adverse conditions on construction site/ship/Boat/water

5. Budget Officer (Recurrent)

JOB PURPOSE

Under the direction of the Senior Management Accountant, the Budget Officer –Recurrent (Level 4), is responsible for assisting with the operation of an effective cash management and budgeting system for the Authority. Accordingly the incumbent undertakes daily cash flow management activities, including analysis of the cash flow and makes recommendations for the implementation of cash flow strategies. The Management Budget Officer also compiles the draft budget and assists with the monitoring of the recurrent budget implementation.

In addition, the incumbent assists the Senior Management Accountant with investment portfolio management and the management of all banking relationships. He/she conducts financial, statistical, and analytical studies; prepares and assists in the preparation of financial reports and statements and assists in the preparation of the Authority's budget.

KEY OUTPUTS

- Contribution to the Branch's Corporate/Operational/Work plans made
- Draft of the expenditure and revenue cash budgets prepared.
- Cash allocations and cash management system implemented and operated.
- Budget and cash resources allocated.
- Monthly cash flow forecast prepared
- Budget advice and assistance provided.
- Estimate of miscellaneous revenue/appropriations-in-aid prepared.
- Income and expenditure/balance sheet/cash flow prepared.
- Bank accounts reviewed.
- Budget Information disseminated.
- Meetings attended.

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Assesses and advises management of the likely impact of problems such as late disbursements and inadequate cash flows.
- Suggests measures to mitigate the negative impact of changes in these macro-economic variables.
- Evaluates cost efficiencies of the Authority's recurrent budget

- Suggests suitable amendments to division/branch/section/unit budgets.
- Prepares a monthly statement of projected cash flows for the month.
- Ensures that money held on deposit earns the highest possible rate of return.
- Participates in financial planning, procurement decisions, and short-term placement of surplus funds.
- Evaluates the need for requesting disbursement of additional funds and the short-term investment of surplus funds.
- Prepares Short, Medium and Long-term financial forecasts.
- Prepares annual updates of medium-term financing plan.
- Reviews financial performance each month and prepares monthly variance report.
- Makes use of spreadsheets and different statistical software in order to analyse financial results and track Key Performance Indicators.
- Monitors changes in macro-economic variables such as; interest rates, inflation rates, exchange rates, fuel prices, etc and reports on the likely impact of these changes on projects, plans, programmes and financial projections of the authority.
- Liaises with other division/branch/unit heads to compile, analyze, summarize and present the authority's annual maintenance budget.
- Reviews budget submissions from divisional heads for completeness, accuracy and reasonableness.
- Provides advice and assists in performing cost benefit analysis for proposed projects.
- Assists in the determination of expenditure priorities.
- Prepares monthly report of actual expenditure vs budgeted amounts. Advises management on and participates in the implementation of measures aimed at correcting adverse variances.

AUTHORITY

- Certifies payment vouchers and other documents
- Certifies budget corrections
- Certifies changes to payroll deductions

PERFORMANCE STANDARDS

- Contribution to the Branch's Corporate/Operational/Work plans is accurate and comprehensive and is submitted within the established timeframe
- Draft expenditure and revenue cash budgets prepared within established timeframe and in accordance with the FAA Act, Instructions and Regulations.
- Cash allocations and cash management system implemented and operated in the established format and within the specified timeframe.
- Income and expenditure/balance sheet/cash flow prepared within established timeframe and in accordance with FAA Act, Instructions and Regulations.
- Advice and specialist assistance provided within the specified timeframe and in accordance with the stipulated guidelines.
- Estimate of miscellaneous revenue/appropriations-in-aid prepared within the agreed timeframe and in accordance with the established format.
- Budget and cash resources allocated are realistic and reflect the level of allocations and guidelines established.
- Monitoring mechanisms for Bank Accounts up-to-date and effective.
- Information and data are disseminated in a timely manner and are relevant to staff.

REQUIRED COMPETENCIES

Core

- Good communication skills
- Good customer relations skills
- Good problem solving skills
- Good analytical and judgment skills
- Good interpersonal skills
- Good team building skills

Technical

- Sound knowledge of the GOJ Financial Administration and Audit Act. (FAA), the Public Bodies Management & Accountability Act as well as other relevant Acts, Regulations and Guidelines
- Sound knowledge of general accounting principles and practices
- Good understanding of various investment instruments
- Sound numeric skills
- Good knowledge of the Authority's policies and procedures and the Fisheries Bill 2018
- Proficiency in the use of relevant accounting software and Microsoft Office (Excel, Powerpoint, Word)

MINIMUM REQUIRED QUALIFICATION

- Association of Certified Chartered Accountant Level 2 (ACCA 11) or any equivalent recognized professional qualification in accounting or management
- Completion of relevant Government Accounting Courses
- At least four (4) years related accounting experience.

OR

- BSc Degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized tertiary institution
- Completion of relevant Government Accounting Courses
- At least four (4) years' related experience in Accounting.

OR

- Associate Degree in Accounting (MIND) along with the completion of the revised Certificate in Government Accounting.
- At least six (6) years related accounting experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal office environments
- Periodically required to work beyond normal working hours, e.g. Budget preparation period
- Occasional island wide traveling

6. Accounts Clerk

JOB PURPOSE

The incumbent participates in monitoring advances and deposits, preparing journal vouchers and in carrying out recording procedures in compliance with the Financial Administration and Audit Act (FAA).

KEY OUTPUTS

- Final accounts records maintained
- Journals Vouchers prepared and posted
- Journals updated, checked and numbered
- Bank statements checked and posted
- FMIS entries made
- Transactions summarized and control sheets prepared
- Receipts posted and reconciled
- Audit query information provided
- Financial reports and statements prepared

KEY RESPONSIBILITIES

Technical/Professional Responsibilities

- Maintains final accounting records in accordance with the requirements of the FAA Act
- Receives bank charges, debit advices, credit advices, stale cheques etc. to facilitate the preparation of journals
- Prepares adjustment vouchers, as directed
- Assists in checking bank statements against cheques to determine if there are any discrepancies
- Posts bank statements to the system
- Enters payment vouchers, journal entries, receipts and lodgments on the FMIS
- Posts journal vouchers for salary, advance clearance and other adjustments
- Assists in bringing to book all monies received by the Cashier
- Summarizes transactions, prepares control sheets and trial balances
- Abstracts information from the accounts, as directed, and provides this to management to assist in determining the financial position of the Authority
- Assists in preparing monthly activity and other reports
- Assists in preparing annual financial reports and statements
- Provides information required for the preparation of responses to audit queries

PERFORMANCE STANDARD

- Accounting records are accurately maintained and updated daily
- Journal Vouchers, properly supported with the appropriate documentation in accordance with the FAA Act and Instructions, are prepared and posted within the timeframe agreed
- Journals checked, updated and numbered within the specified timeframe
- Bank Statements checked and errors communicated within one day of being identified
- FMIS entries made in accordance with established accounting guidelines
- Transactions accurately summarized and control sheets prepared within the specified timeframe
- Receipts posted and reconciled in accordance with the FAA requirements
- Audit queries investigated and information provided within the agreed timeframe
- Financial Reports and Statements prepared in accordance with Ministry of Finance requirements

REQUIRED COMPETENCIES

Core

- Good oral and written communication skills
- Good inter-personal and skills
- Good customer relations skills
- Ability to work in teams
- Good use of Initiative
- Good problem-solving skills

Technical

- Good knowledge of the Government/Ministry's policies and procedures
- Good knowledge of Government Accounting
- Good knowledge of general accounting principles
- Good numeric skills
- Proficient in the use of spreadsheets and computerized accounting systems

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Four (4) subjects at the CXC/GCE O' Level General Proficiency including Mathematics or Accounts and English
- Completion of relevant training at MIND
- One year's (1) experience in a comparable working environment

