



**MINISTRY OF INDUSTRY, COMMERCE,  
AGRICULTURE & FISHERIES (MICAf)**

**NATIONAL FISHERIES AUTHORITY  
JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Chief Executive Officer

**JOB GRADE:** TBD

**DIVISION/BRANCH:** Executive Office

**REPORTS TO:** Chairman, Board of Directors

**MANAGES:** Principal Director, Capture Fishery  
Principal Director, Aquaculture  
Director, Commercial Services  
Principal Director, Compliance, Licensing &  
Fisheries Statistics

Senior Director, Corporate Services  
Director Finance & Accounts  
Senior Legal Officer  
Chief Internal Auditor  
Administrative Officer  
Executive Secretary

---

**This document is validated as an accurate and true description of the job as signified below**

---

Employee

---

Date

---

Head of Division/Branch/Section

---

Date

---

Date Received in HRMA Division

---

Date created/revised

## **JOB PURPOSE**

The Chief Executive Officer (CEO) is responsible for providing strategic advice to the Board of Directors on any matter relating to the Authority and develops for the approval of the Board, strategic direction and positioning to address current and emerging issues impacting the fisheries and aquaculture subsectors.

As the head of the Authority, the CEO actively leads and influences the implementation and achievement of the current and future strategic and operational plans in accordance with the approved corporate plan. This is achieved through strategic leadership, management and technical oversight of the National Fisheries Authority and involves coordinating the work of the Authority to ensure effective facilitation of consensus decision-making, strategic thinking and team building, as well as developing policies and strategies to ensure the sustainable management and development of the fisheries and aquaculture subsectors.

The incumbent is also required to ensure compliance with relevant fisheries and aquaculture related bilateral and multi-lateral arrangements (conventions, treaties, agreements, etc.) to which Jamaica is a Party.

## **KEY OUTPUTS**

- Strategic direction established; plans and budget developed, reviewed and implemented
- Fisheries and aquaculture strategies, policies and management plans developed and supported
- Obligations under international law, regional and international arrangements facilitated and implemented
- Reports prepared
- Fisheries and aquaculture related regulations enforced
- Policy and technical advice provided
- Programmes for sensitizing stakeholders and staff developed and implemented
- Relationship with stakeholders developed and maintained
- Meetings, workshops and seminars attended and conducted
- Staff coached, mentored and trained
- Staff performance monitored and evaluated

## **KEY RESPONSIBILITY AREAS**

### **Management/Administrative Responsibilities**

- Ensures an inclusive strategic planning process and guides effective implementation of the strategic plan;
- Monitors the plans and programmes to ensure that objectives are met and that corrective actions are taken in case of deviations;

- Ensures that the Annual Operational Plan is linked to the Budget;
- Develops, implements and maintains policies and procedures to guide the operations of the Authority;
- Facilitates the utilization of fishery and aquaculture resources to achieve sustainable economic growth , human resource development , employment creation within the context of sound ecological and environmental balance;
- Constant review and analysis of the internal policies and procedures of the Authority as part of the process of continuous improvement;
- Establishes and maintains a system that fosters a culture of integrity, professionalism, teamwork, employee empowerment and commitment to the objectives of the Authority;
- Exercises the Accounting Officer responsibilities and ensures appropriate levels of delegation and control within the organization;
- Formulates briefs and position papers and represents the Authority at local, regional and international meetings, conferences and other fora as required;
- Develops and maintains linkages with other departments within the Ministry of Industry, Commerce, Agriculture and Fisheries, other Government Ministries and Departments, Private Sector, and other relevant stakeholder entities;

#### **Technical/ Professional Responsibilities**

- Provides strategic leadership and direction in the management and development of the fisheries and aquaculture sub-sector in accordance with the provision of the Fisheries Act 2018, which includes:
  - the conservation of fisheries
  - the assessment of aquaculture and fisheries
  - the collection, compilation, analysis and interpretation of statistics on fisheries, aquaculture and related activities
  - the imposition of measures to prevent, deter and eliminate illegal, unreported and unregulated fishing.
- Provides policy and technical advice to the Board and Minister in accordance with the Fisheries Act 2018;
- Oversees the preparation and periodic review of fishery and aquaculture management plans;
- Ensures enforcement of all fisheries legislation ;
- Facilitates and implements Jamaica’s obligations under international law and applicable, regional and international agreements or arrangements related to fisheries and aquaculture.
- Manages the development, designation and zoning of the fisheries waters, fishing beaches, fishing and aquaculture facilities;
- Provides public education in matters relating to fisheries and aquaculture, and such other matters as necessary or expedient for giving effect to the purposes and provisions of the Fisheries Act;
- Conducts seminars and provides training programmes and consulting services; gathers and disseminates information relating to the functions of the Authority;
- Imposes fees and other charges payable in respect of any services provided by the Authority;

- Ensures the preparation and implementation of Corporate Plans and Operational Plans for the sustainable management and development of Capture Fisheries, aquaculture, and related activities;
- Oversees the development and maintenance of fishing beaches and fisheries related infrastructure across Jamaica,
- Ensures arrangements for the effective, monitoring, control, surveillance and enforcement of all fisheries and aquaculture and related activities in accordance with the Fisheries Act;
- Builds strong relationships with research and developmental partners (public and private) and identifies opportunities for collaborative research;
- Monitors and ensure the development of suitable arrangements for the provision of support services and support infrastructure (such as, fuel and equipment for fishing vessels) for the capture fishery and aquaculture subsector;
- Promotes stakeholder participation in the fishery and aquaculture management process, and communicates widely with stakeholders;
- Develops and manages bilateral and international fisheries and aquaculture projects;

### **Human Resource Management Responsibilities**

- Provides leadership and direction to staff through effective planning, delegation, coaching and mentoring
- Exercises delegated responsibility for Human Resource Management in accordance with the Public Bodies Management and Accountability Act, the Framework Document, and the Performance Agreement, and ensures appropriate levels of additional delegation within the National Fisheries Authority;
- Participates, as appropriate, in the recruitment of staff for the National Fisheries Authority;
- Ensures that staff continues to receive appropriate training and development - nationally, regionally and internationally and that there is a comprehensive training and development plan in place for all the staff of the National Fisheries Authority;
- Ensures that the welfare needs of staff in the National Fisheries Authority are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the objectives of the National Fisheries Authority;
- Conducts performance evaluations for divisional heads according to established procedures and guidelines
- Undertakes other human resource responsibilities, such as approving leave, travelling, subsistence and other claims within the provisions outlined in the Staff Orders and Circulars issued from time to time by the Ministry of Finance and the Public Service.

### **Other Responsibilities**

Performs other related duties as necessary.

### **AUTHORITY**

- Signs cheques and authorizes payment vouchers
- Certifies travel and subsistence claims
- Approves procurement methods for goods and services
- Approves expenditure within budgetary allocation

- Authorizes the movement of fish, equipment, material and supplies
- Resolves customer and staff discrepancies and problems
- Recommends infrastructural changes and/or expansion projects
- Approves leave, disciplinary action and promotion of staff according to established human resources policies
- Hires and dismisses staff
- Authorizes officers to function as Observers aboard fishing vessels and other conveyance

## **PERFORMANCE STANDARDS**

- Plans and budgets developed, reviewed and implemented in accordance with established guidelines and within agreed timeframes
- Fishery and aquaculture management plans submitted are consistently approved by the Board and Minister
- Authority compliant with all local, regional and international laws and conventions
- Reports are comprehensive, accurate and submitted in the required format and within the agreed timeframe.
- Fisheries and aquaculture related regulations enforced in keeping with all applicable laws, regional and international arrangements
- Policy and technical advice provided is sound and is consistently accepted and implemented.
- Effective public education programmes are designed and are successful in sensitizing stakeholders
- Quality relationships are established and maintained with internal and external stakeholders
- The Authority is effectively represented on committees and at local, regional and international conferences, assemblies, seminars, workshops and meetings
- Staff trained and highly motivated
- Performance appraisals conducted in accordance with established guidelines and within agreed timeframe

## **REQUIRED COMPETENCIES**

### **CORE**

- Excellent strategic visioning and leadership skills
- Excellent strategic planning and management skills
- Excellent transformation and change management skills
- Excellent negotiating, problem solving and decision making skills
- Excellent organizing and priority setting skills
- Demonstrated ability to forge effective partnerships with internal and external stakeholders
- Excellent leadership and interpersonal skills
- Good knowledge of budgeting
- Excellent organizational, planning and analytical skills
- Proficiency in the use of relevant computer applications
- Excellent oral, written and presentation skills
- Excellent customer service skills

- Ability to lead and work in teams
- High level of integrity and professionalism

### **TECHNICAL**

- Sound knowledge of Fisheries Management and development
- Excellent knowledge of fisheries legislation and related regional and international laws, conventions and agreements
- Demonstrated ability to think strategically; increase productivity and sustainability of fisheries and aquaculture
- Project Management and development skills
- Demonstrated success in resource mobilization from global donor networking including governments, foundations and private sector
- A working knowledge of international research and development, including the application of research results for developing countries conditions, addressing food security, poverty alleviation, human nutrition and health
- Demonstrated ability to influence and shape the Authority's direction while providing pragmatic insights to address challenging and emerging realities

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Master of Science Degree in Agriculture, Fisheries, Marine Biology or a related field or equivalent Qualifications
- At least five (5) years' experience in a senior management capacity
- At least ten (10) years overall experience in the field

#### **(i) Internal**

<b>Contact</b>	<b>Purpose of Communication</b>
Board of Directors , Permanent Secretary and Minister	To provide policy advice; information and reports
Principal Directors, Senior Directors , Directors , Snr. Legal Officer, Chief Internal Auditor	To give directives, share information and discuss matters pertaining to the Authority
Other Staff	To issue instructions, share information and discuss matters pertaining to the Authority

#### **(ii) External Contacts (required for the achievement of the position's objectives)**

<b>Contact</b>	<b>Purpose of Communication</b>
National Environment and Planning Agency(NEPA)	Develop and coordinate implementation of fisheries and aquaculture related policy.
Ministry of Foreign Affairs and Foreign Trade	Development and coordination of Jamaica's position concerning regional and international agreements and arrangements directly or

	indirectly related to fisheries and aquaculture operations, products, by-products and related activities. This will include but not limited to the provision of expert advice to inform Jamaica's position on regional and international trade of fish and fish products
Ministry of Labour and Social Security	Coordination and enforcement of fisheries related International Labour Organization rules and foreign fishers Work Permit policy
Rural Agriculture Development Authority (RADA)	Coordination and enforcement of fisheries aquaculture related policy
Ministry of Health and Public Health Division	Coordination of health standards relevant to fishing and aquaculture operations and fish and fish products
Veterinary Services Division	Coordination and enforcement of sanitary and phytosanitary standards and import/export policy for fish and fish products
Jamaica Customs Agency	Coordination and enforcement of fisheries and aquaculture related export policies and procedures for fish and fish products and equipment
JDF Coastguard, Jamaica Constabulary Force (JCF)	Coordination and enforcement of fisheries and aquaculture related policies and procedures
Maritime Authority of Jamaica (MAJ)	Coordination and enforcement of fishing vessel registration policy and procedures
Parish Councils	Development of fisheries and aquaculture support infrastructure in coastal and other suitable areas
Pet Com ( or other fuel companies)	Development and coordination of fuel supply system for fishing vessels and other conveyances
Funding Agencies- World Bank, IDB, CIDA, USAID, JICA	Sourcing of funding for project implementation and sharing information
Regional Fisheries Management Organizations (RFMOs), Regional Fisheries Bodies (e.g., Caribbean Regional Fisheries Mechanism (CRFM))	Sustainable management of shared fish stocks, regional and sub-regional harmonization of fisheries management measures
Local, regional and extra-regional research institutions and Universities	Coordination of fisheries and aquaculture research and training needs
Conservation/ Environmental groups	Management and Conservation of fisheries and aquaculture
NGOs (including those involved in protected area management)	Management and Conservation of fisheries and aquaculture

Industrial and Artisanal Fisher Folk organizations	Fisher folk awareness, capacity building and empowerment.
Fish and fish products Importers / Exporters	Policy development and awareness relevant to importation and exportation of fish and fish products
Fishing gear supply establishments (e.g., Jamaica Fishermen Cooperative Union Limited, etc.)	Coordination and enforcement of fisheries and aquaculture related policy
Hotels, Supermarkets, Restaurants, eating establishments	Coordination and enforcement of fisheries and aquaculture related policy

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Position involves field work (fishing beaches, fish landing sites, fish processing establishments and aquaculture farms island-wide)
- Requires travelling at sea to offshore areas such as Pedro and Morant Cays.
- Required to work on weekends and public holidays, on occasions.
- Required to work well beyond 8 hours on normal work days
- Required to travel overseas to regional and international meetings as well as bilateral negotiations with other countries
- Subject to high stress, challenges and crises which require response at very short notice
- Harsh working environment (e.g., aquatic and off shore areas) and hostile clientele
- May be exposed to threats to personal safety
- May be exposed to corrupting influences.