



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 23 **OSC Ref. C. 4858³⁷**

25th January, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill/be assigned to the following posts in the **Ministry of Industry, Investment and Commerce**:

1. **Director, Communication and Public Relations (MCG/IE 6) – Communication and Public Relations Unit – (Vacant)**, salary range \$2,453,125 – \$2,915,955 per annum and any allowance(s) attached to the post.
2. **Office Services and Fleet Manager (GMG/SEG 1) – Corporate Affairs and Administration Division – (Not Vacant)**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.

1. **Director, Communication and Public Relations (MCG/IE 6)**

Job Summary

Under the supervision of the Permanent Secretary, the Director, Communications and Public Relations (MCG/IE 6), manages the design and delivery of the Ministry's external and internal communications programmes and ensuring the effective design and consistent delivery of information products, in accordance with the Ministry's overall objectives and policies, under the direction of the Permanent Secretary. This includes:

Providing expert input into the development of a communications strategy/policy for the Ministry; advising and/or obtaining professional advice on behalf of the Permanent Secretary and Ministerial Team on public relations, media relations and other communications matters relating to the mission and work of the Ministry; monitoring issues of concern to the Ministry and briefing the Ministerial team and Permanent Secretary accordingly; developing strategies for prompt and effective responses to issues and crises relating to the Ministry's role and function.

Key Responsibilities

Management/Administrative

- Represents the Ministry as the chief accounting officer of the Communications/Public Relations Unit;
- Manages and oversees the development of the Budget and other activities of the Unit to approved budget levels, e.g. advertising, publications, photographs, professional fees, etc.;
- Ensures appropriate training and development of staff within the Unit;
- Develops, manages and monitors activities of the Unit to ensure that tasks are carried out as assigned and according to individual Work Plans;
- Designs and manages Strategic Communications Plan;
- Provides guidance to, supervise team of public information officers; plan and allocate work assignments; and evaluate staff as required.

Technical/Professional

- Tracks, researches and analyzes information on Ministry related topics/issues; gather information from diverse sources and Agencies of the Ministry and help to assess news value and other potential impact; as well as to evaluate the effectiveness of the Ministry's overall communications programme;
- Researches, drafts, writes and edits speeches for the Minister(s), Permanent Secretary and Senior Management Team as required;
- Responds to media enquiries and information requests; prepare related correspondence when required;
- Publicizes priority areas and/or major events of the Ministry; to include drafting of information strategies, co-ordinating efforts, monitoring and reporting on progress, taking appropriate follow-up action, and analyzing the outcome;

- Undertakes activities to promote media coverage (e.g. press conferences/briefings, interviews;
- Monitors and analyses public opinion and the media, identify issues and trends, and advise the Minister/Permanent Secretary on appropriate action/responses;
- Produces/oversees/assesses production of specific types of information communications products (e.g. press kits, press releases, feature articles, speeches, booklets, brochures, backgrounders, audio-visual materials, radio spot programmes, etc.);
- Conducts/manages/oversees the Ministry's participation in special events and exhibitions (e.g. JMA Expo, career expositions, etc.);
- Co-ordinates media related activities for the Minister(s) and Permanent Secretary;
- Handles all media requests of the Ministry;
- Monitors talk shows and other electronic and print media programmes; provide reports to the Permanent Secretary and the Ministerial Team, when necessary;
- Designs and implements specific public education programmes to highlight/explain particular aspects of the work of the Ministry;
- Keeps the Minister/Permanent Secretary informed of national and international news events that could impact on the image of the Ministry, either positively or negatively;
- Arranges tours, launches, interviews, and other related activities, as required or according to the Ministry's communications programme;
- Prepares press bites when requested for distribution to visiting journalists and other interest groups;
- Makes arrangements for Journalists wanting to see the Minister;
- Provides liaison and information flow for overseas and local programmes, as necessary;
- Ensures the maintenance of an up-to-date newspaper clippings file on local and international news items directly related to the policies, programmes and activities of the Ministry;
- Prepares and continuously update information kit for distribution to the Ministry's target audiences/stakeholders;
- Maintains up-to-date professional quality photographs for publication, when necessary;
- Arranges contract signings, as assigned by the Minister or Permanent Secretary;
- Provides Minister/Permanent Secretary with regular media monitoring reports, e.g. articles, letters, or other relevant issues that appear in the print or electronic media;
- Handles complaints from the media relating to the Ministry;
- Co-ordinates and update content for the Ministry's website;
- Develops and place appropriate articles/stories by and about the Ministry for both print and electronic media;
- Develops and maintain the Ministry's media contact network;
- Develops themes, activities and support material for major events of the Ministry, as required;
- Produces guidelines to help promote image consistency of the Ministry and its Agencies;
- Identifies potential opportunities for positive media coverage;
- Ensures the provision of specialist services for media and public relations activities, including publishing and other print, audio and visual productions;
- Reviews materials (e.g. news releases, website content, newsletter, backgrounders, fact sheets, etc.) produced within the Ministry or in cases where the work has been contracted outside the Ministry;
- Develops materials on complex issues (e.g. MOU, PMAS, etc.);
- Maintains continuous liaison with major Media Houses, including the Jamaica Information Service.

Human Resource

- Provides guidance to, supervise and direct team of Public Information Officers;
- Plans, allocates and monitors work assignments; design overall work programme;
- Evaluates staff of the Communications/Public Relations Unit;
- Manages the welfare and development of staff within the Unit through the preparation of Performance Appraisals and make recommendations/proposals for training and development programmes, if required or requested;
- Participates in the recruitment and design of the job descriptions for staff of the Unit;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Ministry and of the Public Service.

Required Knowledge, Skills and Competencies

Core

- Excellent leadership skills
- Good administrative, analytical, creative and organizational skills.
- Mastery in oral and written communication.

- Excellent people management skills
- Excellent interpersonal skills- team-building skills and the ability to motivate staff to achieve targeted goals.
- A proactive, flexible work attitude.
- Reliability and capacity to work under extreme pressure to meet all deadlines.
- Excellent customer and quality focus skills
- Excellent analytical thinking skills

Technical

- Extensive knowledge of Government and administrative systems and public policy.
- Sound knowledge of legislative and regulatory framework governing MSMEs, manufacturing, services, intellectual property, standards and quality and other areas related to the Ministry's portfolio.
- Sound knowledge of governance and accountable/accounting framework.
- Excellent reporting and organizing skills
- Strong analytical and problem solving skills
- Excellent research and report writing skills
- Strong technological skills to include use of social media, communication devices, project management and report writing software and Microsoft Office Suite.
- An understanding of graphic design and printing to guide the production of flyers, brochures, advertisements and annual reports.
- An understanding of protocol/hospitality-related issues.
- Proficiency in the use of relevant computer applications.
- Knowledge in the operations of Government.

Minimum Required Qualification and Experience

- Master's Degree in Business Administration, Economics, Public Administration or equivalent related discipline.
- At least five (5) years' experience in a senior technical position in Government or a relatively large private company.
- Sound knowledge of the Jamaican Industrial sector and general wider business sector including the micro, small and medium size-enterprises.
- Strong technical base, well-developed analytical capabilities, and particularly, the ability to critically analyse industrial reports and other technical reports and outputs from consultant and other experts.
- Competence in Public Policy Formulation, Implementation and Administration, including Strategic Planning, Performance Monitoring and Evaluation, and Projects Management.
- A thorough understanding of the local media landscape
- Proficiency in the use of the Internet, Windows operating systems and Microsoft applications, in particular, Word and PowerPoint

Special Condition Associated with the Job

- Occasional need to travel on Government Business/Workshops (local and overseas).
- Ability to work under stress and meet very short deadlines while maintaining high standards of work.
- Must be resourceful in ability to get things done within a complex bureaucracy without getting easily frustrated.
- Have or able to build a strong high level network in the public and private sector.
- Reliable and trustworthy
- Must be flexible and available at all times.
- The working environment in the Communication & Public Relations Division often becomes very stressful – given that most deadlines are established externally (.i.e from the Ministers' Offices). Additionally, there are often competing events in a single day for which writing and organizational support are required from the Communication & Public Relations Division.

2. Office Services & Fleet Manager (GMG/SEG 1)

Job Purpose

Under the supervision of the Director – Office Management & General Services (GMG/SEG 2), the Office Services & Fleet Manager (GMG/SEG1) plans, organizes and coordinates security,

utility management and fleet and transportation activities in the Procurement and Office Services Unit.

Key Responsibilities

Management/Administrative

- Serves on committees and task forces to provide input and exchange information;
- Attends meetings or conferences to obtain or disseminate information regarding issues and programs relating to the Unit's work;
- Represents the Unit at Government hosted functions to present evidence or information;
- Participates in the corporate and operational planning process of the Ministry;
- Develops policies and procedures to outline the responsibilities of the Unit's staff;
- Tracks time-sensitive events to meet deadlines;
- Checks and certifies claim forms for members of the Unit in respect of overtime;
- Directs fleet and transport management, and security tasks and functions.

Technical /Professional

Fleet and Transport

- Manages the custody of the Ministry's Motor Vehicle Fleet;
- Ensures that all motor vehicles within the Ministry's Fleet meet with the established standards of fitness and safety and are appropriately registered and insured;
- Ensures appropriate and valid licenses for driving personnel and that only designated/authorized personnel access and operates vehicles;
- Ensures implementation of internal systems of control in the use of motor vehicle and motor vehicle accessories.

Inventory Management

- Assists with the maintenance of an effective inventory management and control system for furniture, motor vehicle equipment, office supplies and accessories;
- Develops and manages an effective Asset Management Programme as it relates to valuation and insurance;
- Ensures the development and the periodical review the Ministry's programme for physical facilities and procurement of goods and services.

Office Management

- Organizes the provision of adequate amenities and welfare facilities such as light, air conditioning, plumbing, telephones and office supplies;
- Develops and implements measures for the adequate disposal of refuse from the Ministry.

Security

- Organizes the provision of access cards for security doors in the Ministry;
- Responds to inquires relating to CCTV monitors, camera and digital video recorder and the resolving of same.

Procurement

- Reviews periodically the Ministry's programme for physical facilities and procurement of goods and services;
- Assists in preparing request for quotations and bid documents for invitation to tender on goods and services;
- Assist in preparing contracts for the procurement of goods and services;
- Checks and certifies invoices for the purchasing of goods and services;
- Assist in co-ordinating submissions to the Procurement Committee;
- Assists in investigating Audit Queries from Internal Audit and Auditor General's Department;
- Implements in collaboration with the Unit Head corrective actions resulting from investigations into Audit Queries;
- Co-ordinates the preparation of Bid Documents for agreed procurement and request quotations according to GOJ guidelines;
- Reviews and oversees contracts, agreements, and/or leases to ensure service is in compliance with the contract and Government regulations;
- Makes presentation to the Procurement Committee and prepares submission to the Financial Secretary, Government's Contract Committee and the Cabinet;

- Examines and approve payments generated for goods and/or services to ensure that payments fall within the limits of the budgetary allocation;
- Liaises with contractors/suppliers in resolving discrepancies on a timely basis.

Human Resource

- Assists in the formulating and implementation of measures to foster a high level of skill, care, competence, integrity and courtesy for staff;
- Directs/supervises the work of staff and ensures that duties are performed efficiently and effectively;
- Provides leadership to staff through effective object setting delegation and communication;
- Identifies training and development needs of employees and ensures that they are adequately addressed;
- Participates in the recruitment and selection of staff for the Department;
- Assists in the promotion of staff welfare and development through the preparation of employee performance appraisals recommendations for appointments, promotion, training, bursaries and leave.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Teamwork and co-operation skills
- Integrity
- Compliance
- Adaptability
- Social skills
- Initiative
- Technical skills
- Interpersonal skills

Technical/Functional

- Planning and organizing
- Methodical
- Goals/Results Oriented
- Analytical thinking
- People management
- Managing external relationships

Minimum Required Qualification and Experience

- B.Sc. in Management Studies/Public Administration or equivalent from a recognized tertiary institution.
- Three years' experience in a related field including preparation of Bid/Contract Documents.

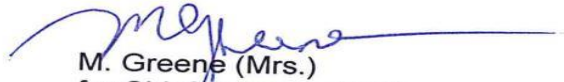
Applications accompanied by Résumés should be submitted **no later than Friday, 5th February, 2021 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@micaf.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



M. Greene (Mrs.)
for Chief Personnel Officer