



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 54**  
**OSC Ref. C.6210/S5<sup>18</sup>**

**10<sup>th</sup> February, 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 the **vacant** post of **Webmaster/Multimedia Specialist (MIS/IT 4)** in the **Ministry of Foreign Affairs and Foreign Trade (MFAFT)**, salary range \$1,644,447 - \$1,954,731 per annum and any allowance(s) attached to the post.

**Job Summary**

Reporting to the Director, Information, Communication and Technology (ICT), the Webmaster/Multimedia Specialist ensures that the Ministry's Website is maintained and that web related materials are conducive to the policies and procedures of the organization and that all multimedia publications and presentations are of a high standard.

**Key Responsibilities**

- Reviews the website policies and liaises with the ICT Director concerning any amendments;
- Participates in the preparation of the Operational Plan and Budget, ensuring that all the necessary tools for multimedia production are made available;
- Represents the Ministry at meetings, conferences, expos and other functions as directed;
- Assists in ICT project related activities;
- Develops, organizes and maintains the MFAFT's Website;
- Program html and JavaScript, and organizes web-based content for internal and external use;
- Integrates multimedia assets and applications into designated areas, such as presentations and publications;
- Researches new standards, technologies and plans for enhancing the Website and makes recommendations accordingly;
- Produces presentations and various publications as required;
- Assists with in-house training, as well as in the preparation of training material.

**Required Knowledge/Skills/Competencies**

- Ability to work independently with a minimum of direct supervision
- Good oral and written communication skills
- Excellent understanding of web server components
- Technical expertise working with online based programming, products and services
- Ability to use initiative
- Good planning and organizing skills
- Ability to work in a team
- Must possess technical knowledge of HTML, JavaScript, Adobe Photoshop, other web programming languages such as flash, xhtml, etc.
- Knowledge of video editing software is desirable

**Minimum Required Qualification and Experience**

- Diploma or Degree in Computer Studies, Information Technology/Graphics Design/Multimedia Design or related studies;
- Two (2) years working experience in Web Designing.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 24<sup>th</sup> February, 2020 to:**

Senior Director, Human Resource Management and Development  
Ministry of Foreign Affairs and Foreign Trade  
21 Dominica Drive  
Kingston 5

Email: [hrmassistant@mfaft.gov.jm](mailto:hrmassistant@mfaft.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.**



Merle I. Tam (Mrs.)  
for Chief Personnel Officer