



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
JAMAICA, WEST INDIES  
TEL: 876-922-8600  
FAX: 876-924-9764  
EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

---

**CIRCULAR No. 125**  
**OSC Ref. C. 6555<sup>11</sup>**

**15<sup>th</sup> April, 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 Information Officer (MCG/IE 3) in the Communication and Public Relations Unit, Ministry of Industry, Investment and Commerce**, salary range \$1,184,038 – \$1,407,449 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the general direction of the Director of Communication/Public Relations, assists in the execution of the Ministry's Communication/Public Relations Programmes research and assist in the preparation of speeches, the creation of electronic material on the work of the Ministry, e.g. the development of content for the Ministry's website/intranet, media monitoring and liaison, events management/planning; and facilitating effective communication between the Ministry and its Agencies.

**Key Responsibilities**

***Management/Administrative:***

- Identifies items to be placed on the Ministry's Website e.g. speeches by Ministers, notification of and details of upcoming events being hosted by the Ministry;
- Ensures the receipt of current news releases from the Jamaica Information Service (JIS) and other sources and ensures that these releases are posted on the Ministry's Website;
- Ensures that in-house press releases are posted on the Website;
- Liaises with Unit/Divisional Heads to ensure that information on the work and functions of the Units/Divisions are up to date;
- Liaises with JIS Photography Department and order photographs, as required;
- Ensures that information posted on the Website in relation to the Agencies of the Ministry is updated on a constant basis;
- Faxes/Dispatches news releases and, media advisories as required;
- Assists with daily monitoring of talk shows, news reports, editorials, etc.;
- Updates and maintains media mailing list as well as general mailing lists;
- Accompanies Ministerial Team at special events, as required.

***Technical/Professional:***

- Writes speeches/messages as directed;
- Prepares news releases/media advisories;
- Covers assignments;
- Assists with researching background material for messages, speeches and interviews;
- Assists with the preparation of internal and external Public Education Programmes;
- Assists with the marketing and promotion of the Ministry's Website;
- Assists with the creation of content for the Ministry's Website/Intranet and offers similar assistance at the request of other Government Agencies/Entities, as well as Agencies of the Ministry;
- Prepares brochures, PowerPoint presentations etc. as required;
- Participates in workshops, expositions, and school presentations as required;
- Arranges press conferences, displays, exhibitions, workshops and special events;
- Assists with the production of Ministry publications;
- Ensures that all photographs are properly captioned, recorded and filed.

***Human Resource:***

- Attends Unit/Ministry Staff Meetings;
- Assists with the development of the Unit's Work Plans, schedules, etc.

**Co-ordination of the Ministry's Communication Resources:**

- Compiles and updates list of communicators within the Ministry;
- Assists with the implementation of system to ensure the sharing of information such as news releases, background information, etc. with communicators in the Agencies;
- Assists in organizing quarterly, semi-annual or annual meeting of Ministry communicators.

**Media Monitoring and Content Analysis:**

- Assists with the development of the Unit's Work Plans, schedules, etc.
- Monitors print, electronic and online media on daily basis
- Monitors daily prints and electronic media for issues relating to the Ministry, such as talk shows, as assigned by the Director;
- Completes daily Media Monitoring Log.

**Required Knowledge, Skills and Competencies**

- Excellent knowledge of Public Relations principles and practices;
- Comprehensive knowledge of media relations;
- Ability to co-ordinate a wide range of diversified activities;
- Proficiency in the use of relevant computer communications;
- Excellent research, presentation, oral and written communication skills;
- Good interpersonal skills;
- Ability to work as a team.

**Minimum Required Qualification and Experience**

- Diploma in Public Relations, Marketing or a related discipline;
- Demonstrated experience in public relations/communications;
- Minimum of two (2) to three (3) years' experience in a similar or related position in communications/public relations.

**Special Condition Associated with the Job**

- Typical working environment, however, exposure to aggression/hostility;
- Required to work outside of normal working hours and on weekends/public holidays in order to meet deadlines.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 28<sup>th</sup> April, 2021 to:**

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

Email: [hrm@moa.gov.jm](mailto:hrm@moa.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**