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(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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18th May, 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 following **vacant** posts in the **Ministry of Education, Youth and Information**:

1. **Director, Corporate Communications and Public Relations Services (MCG/IE 6)**, in the **Corporate Communications & Public Relations Services Division**, salary range \$2,453,125 – \$2,915,955 per annum and any allowance(s) attached to the post.
2. **Manager, Corporate Communications (MCG/IE 5)**, in the **Corporate Communications and Public Relations Services Division**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
3. **Administrator (GMG/AM 3)**, in the **Teachers Services Commission and Appeals Tribunal Secretariat**, salary range \$1,181,789 – 1,404,775 per annum and any allowance(s) attached to the post.

1. Director, Corporate Communications and Public Relations Services (MCG/IE 6)

Job Purpose

Under the general direction of the Permanent Secretary the incumbent is responsible for developing, implementing and managing an effective Communication and Public Relations Programme for the Ministry of Education, Youth & Information (MoEY&I) and monitoring the Public Relations and Communication Programmes of entities which fall directly under the Portfolio of the Ministry in support of the Ministry's strategic goals and objectives. The Director also has responsibility for the development and implementation of Communications and Issues Management strategies, and responses to contentious media issues.

Key Responsibilities

Management/Administrative:

- Develops and monitors the implementation of the Division's Operational Plan and Budget;
- Ensures that the work of the Division is carried out as planned and agreed targets achieved;
- Develops mechanisms to respond to media requests/queries in a manner which will consistently project a positive image of the Ministry;
- Co-ordinates the production of routine and special reports on the communication matters of the MoEY&I;
- Provides updates and edits all information to be posted to the Ministry of Education's Youth & Information Website and other communication media;
- Maintains membership in professional affiliation with local, regional and international media practitioners.

Technical/Professional:

- Develops and oversees the implementation of the Ministry's Communication strategies and plans;
- Directs the development of Public Education Programmes;
- Co-ordinates and ensures that appropriate policies and procedures are in place to guide the communications related operations of the Ministry;
- Provides strategic communication counsel and technical advice to the Permanent Secretary and Senior Management Team on issues of Communication, Public Relations and Information Management;
- Directs and co-ordinates research on matters for public dissemination;
- Prepares speeches, briefs, position papers, etc. and reviews those prepared by staff;
- Ensures that all media enquiries are handled effectively and appropriately;

- Establishes mechanisms to monitor the print and electronic media and prepares timely responses to issues that are relevant to the Ministry;
- Collaborates with Senior MoEY&I staff to develop appropriate internal communication for staff;
- Plans and co-ordinates the execution of formal and informal functions and other Public Relations events on behalf of the Ministry;
- Directs and co-ordinates media coverage for official functions;
- Conducts Risk Assessment of the Ministry's Communication strategies;
- Develops risk mitigation strategies to protect the image of the Ministry;
- Manages the implementation of crisis communication strategies ensuring effective media management of sensitive information;
- Develops, fosters and maintains strategic working relationships with key stakeholders, including media representatives to inform, educate and provide support which aids the promotion of the Ministry's Mandate;
- Monitors social, economic and political trends that may have an adverse or positive effect on the MoEY&I;
- Develops strategies to capitalize on opportunities and mitigate any negative impact on the MoEY&I;
- Develops and implements appropriate mechanisms to measure and evaluate delivery of information relating to the Ministry;
- Leads the arrangements for Media Sensitization Training;
- Drafts and reviews new communication policies and programmes;

Human Resource:

- Provides leadership to staff through effective objective/goal setting, delegation, and communication;
- Monitors the routine operations of the Section and oversees and/or participates in the review and evaluation of the work of staff members;
- Identifies and manages the developmental and welfare needs of staff in the Division;
- Implements and maintains the established HR Management Systems;
- Conducts Performance Appraisal of staff for required purpose;
- Collaborates with the Corporate Services Division in developing and implementing a Succession Planning Programme to ensure continuity of skills and competencies in the Section and personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and promotes collaborative working across Divisions/Units;
- Ensures that training and other development needs of employees are adequately identified and addressed;
- Develops and manages the performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff, and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge for the Section by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends Vacation Leave and approves Sick and Departmental Leave for staff in the Division and participates in the administration of staff benefits in keeping with established Human Resource Policies;
- Recommends/administers disciplinary action in keeping with established Human Resource Policies;
- Conducts monthly and other ad hoc staff meetings;
- Ensures staff adheres to the policies and procedures of the Ministry and the Division;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;

Required Knowledge, Skills and Competencies

Core:

- Excellent presentation, oral and written communication skills
- Interpersonal and negotiating skills
- Excellent planning, organizing, research and analytical skills
- Demonstrated ability to exhibit a high level of initiative, professionalism and confidentiality
- Ability to motivate and influence others.

Technical:

- Excellent knowledge of the media landscape

- Excellent knowledge of communication strategies and techniques
- Comprehensive knowledge of Government of Jamaica's and the Ministry of Education, Youth and Information's policies, rules and regulations
- Ability to foster and maintain a good working relationship with the media
- Sound knowledge of Media and Public Relations protocol
- Sound knowledge of the Access to Information Act
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Master's Degree in Media/Communication Studies, Mass Communication, Public Relations or a related discipline;
- Five (5) years' experience in a Media and communications environment, with at least three (3) years in management capacity;

OR

- Bachelor's Degree in Media/Communication Studies, Mass Communication, Public Relations or a related discipline;
- Eight (8) years' experience in a Media and communications environment, with at least Four (4) years in management capacity.

Special Conditions Associated with Job

- Required to work continuously under stressful conditions to respond to communications matters without prior notice;
- Required to travel locally and overseas;
- Required to possess a valid Drivers' Licence and a reliable motor vehicle;
- Required to work beyond normal working hours at times to meet deadlines;
- Required to respond to matters of public interest without prior notice.

2. Manager, Corporate Communications (MCG/IE 5)

Job Purpose

Under the general direction of the Director Corporate Communication and Public Relations Services, the Manager Corporate Communication is responsible for planning, co-ordinating, implementing and facilitating Public Education activities and programmes, to raise public awareness and provide information on the role, functions and programmes of the Ministry, with the ultimate aim of building goodwill, collaborative partnerships and coalitions with the public, communities and organizations involved in Public Education initiatives to achieve the Ministry's goals and objectives.

Key Responsibilities

Management/Administrative:

- Maintains appropriate records/documentation regarding public education activities and outcomes;
- Works closely with Corporate Communications colleagues to maximize the impact of Public Education Programmes through effective communication content and media access;
- Participates in the development of Corporate Communication policies, plans and strategies;
- Represents the Communications Division on Community Project Teams;
- Prepares periodic and special reports on areas of responsibility;
- Prepares the Estimates of Expenditure and Corporate Plan for the Public Education Unit.

Technical/Professional:

- Develops, co-ordinates, schedules and promotes the delivery of Public Education, Outreach Programmes and other related activities to target audiences;
- Informs/educates the public of the role and functions of the Ministry in fulfilling its role in the advancement and development of people, infrastructure and institutions as well as related projects and programmes;
- Conducts the necessary research to identify Public Education needs;
- Evaluates the effectiveness of Public Education Programmes through data collection and analysis that considers present and future trends, in the interest of developing goals, strategies, programmes and materials that address public needs;
- Monitors the print, electronic and news media and develops strategies for dealing with topical issues relevant to area of responsibility;

- Liaises with the Ministry's Agencies and Divisions in the development of Public Education Programmes, plans and strategies;
- Liaises with primary, secondary and tertiary level educational institutions to facilitate Public Education Outreach Programmes;
- Facilitates and leads collaborative partnerships and coalitions with other organizations involved in Public Education initiatives;
- Presents and facilitates Public Education workshops, seminars and other interventions to schools and other stakeholder groups;
- Fosters community relations through the planning and execution of events such as open days and through involvement in community initiatives;
- Provides training, materials and oversight to Personnel assigned to and/or assisting in Public Education activities;
- Prepares and submits Grant Proposals Soliciting Funds for Public Education initiatives;
- Prepares and presents reports on various Public Education related issues as assigned or needed;
- Observes and reports on social, economic and political trends that might impact the Organization's Public Education strategy;

Human Resource:

- Develops and manages the performance of staff supervised, including transferring skills, motivating and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge for the Unit by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff, and recommends movement when appropriate;
- Recommends Vacation Leave and approves Sick and Departmental Leave for staff in the Unit, and participates in the administration of staff benefits in keeping with established Human Resource policies;
- Recommends/ administers disciplinary action in keeping with established Human Resource policies;
- Conducts Monthly and other ad hoc Staff Meetings as required;
- Ensures that staff adhere to the policies and procedures of the Ministry and the Division;
- Recommends that staff be provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations;
- Conducts Performance Appraisals of staff supervised for required purpose and at required intervals.

Required Knowledge, Skills and Competencies

Core:

- Awareness of public education issues and trends
- Excellent oral, written, presentation, public speaking, research and analytical skills
- Excellent interpersonal skills and ability to interact with various levels of the public
- Ability to build and sustain professional, co-operative and effective working relationships
- Ability to be flexible in work and thought processes, determine priorities and handle multiple tasks to meet deadlines
- Ability to comprehend and articulate authoritatively on education related issues
- Ability to build credibility and be accepted professionally by the public and the educational community;
- Ability to demonstrate good judgment, sensitivity to and respect for a diverse public
- Possess outgoing personality, self-confidence and a positive attitude
- Team and results oriented
- Keen awareness of and sensitivity to the local political, social and economic environment
- Well presented professional appearance

Technical:

- Comprehensive knowledge and understanding of the Ministry of Education's Policies, Procedures, Plans and Programmes
- Working knowledge of educational principles and methodology, including learning needs and styles as well as instructional techniques
- Knowledge of the principles of public and human psychology
- Knowledge of survey methodologies
- Understanding of public education risk factors and strategies to overcome risks

- Well developed computer skills utilizing Word, Excel, PowerPoint and Outlook Publisher

Minimum Required Qualification and Experience

- Bachelor's Degree in Media/Communication Studies, Mass Communication, Public Relations or a related discipline;
- Four (4) years' experience in a Media and communications environment, with at least two (2) years in management capacity.

Special Condition Associated with the Job

- Required to work beyond normal working hours to complete assignment including weekends and public holidays;
- Required to travel island-wide;
- Required to possess a valid Driver's Licence and a reliable motor vehicle.

3. Administrator (GMG/AM 3)

Job Purpose

The incumbent is responsible for providing Administrative and Secretarial support to the Teachers Services Commission (TSC) and Appeals Tribunal Secretariat, including the review of teachers' academic awards and transcripts; ascertaining the accreditation status of awards, institutions and programmes; and serving as the Recording Secretary at meetings of the Teachers Services Commission.

Key Responsibilities

Technical/Professional:

- Reviews teachers' academic awards/transcripts and prepares worksheets for the Qualifications Committee's Assessment of qualification;
- Ascertains the accreditation status of each award and prepares letter to the relevant institution for additional information, as required;
- Liaises with the University Council of Jamaica, Embassies, High Commissions and other Agencies to ascertain accreditation of educational institutions and programmes;
- Performs the function of Recording Secretary at meetings of the Teachers' Service Commission;
- Emails decisions of the Evaluation of Qualifications Committee to the Head, Schools' Personnel in the Regional Offices for implementation;
- Refers files with decisions to the relevant officers in the Regional Office to be addressed;
- Researches and provides information for the Teachers' Service Commission (TSC) as requested;
- Liaises with the Regional Office and teachers concerning issues relating to the Evaluation of Qualifications;
- Supervises and co-ordinates the day-to-day activities of Records Officer in areas of responsibility;
- Contributes to the Performance Appraisal of Records' Officer by establishing objectives, and monitoring and appraising performance;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and customer service skills
- Excellent time management and organizing skills
- Ability to communicate effectively in both oral and written formats
- Ability to demonstrate a high level of initiative, professionalism and confidentiality
- Ability to plan work to meet timelines

Technical:

- Knowledge of the Staff Orders, Public Service Regulations and the Ministry's Policies and Procedures
- Knowledge of the terms and conditions that governs contract staff
- Proficiency in relevant Microsoft Office Applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Administration/Human Resource Development/Management or the Arts;
- Minimum of three (3) years' experience in a related field;

OR

- Diploma in Public Administration/Personnel Management;
- Training in Supervisory Management;
- Two (2) years on the job training.

Special Condition Associated with the Job

- Required to work beyond normal working hours at times, in order to meet deadlines.

Applications accompanied by résumés should be submitted **no later than Monday, 31st May, 2021 to:**

**Director – Human Resource Management
Ministry of Education, Youth & Information
2- 4 National Heroes Circle,
Kingston 4**

Email: jobapplications@moey.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**