



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 198

OSC Ref. C.4858³⁹

17th June, 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 **Communication and Media Officer (MCG/IE 4)** in the **Executive Office/Communications and Public Relations Unit, Ministry of Agriculture and Fisheries**, salary range \$1,601,259 - \$1,903,394 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director, Communication & Public Relations (MCG/IE 6), the Communications and Media Officer (MCG/IE 4), monitors the Ministry's audio-visual, audio and web based communication and assists in developing the Communication Policy and Annual Public Relations Programme by producing news releases and features.

Key Responsibilities

Technical/Professional:

- Assists with development of the Ministry's Communication Policy;
- Assists with development and implementation of the Ministry's Annual Public Relations Programme;
- Assists with formulation and implementation of Public Education Programmes for the Ministry and its related Agencies;
- Assists with the planning and organizing of major events hosted by the Ministry and its related Agencies;
- Conducts research and writes scripts for production of video of the Ministry programmes and Agency-related events;
- Writes Media Advisories and assists with arrangements for media coverage of Sector/Agency-related events;
- Conducts research and writes scripts for Radio Programmes for Ministry/Agency related achievements and developments within the Sector;
- Assists with the arrangements for the hosting of News Conferences and Media Tours;
- Assists with the production of Radio Programmes for the Ministry;
- Writes Briefs for Ministers/Directors for Radio/TV interviews to discuss the Ministry's programme successes etc;
- Interviews Ministry officials and agricultural stakeholders on a regular basis, to facilitate the production of news stories for the print and electronic media;
- Provides updates for the audio and video clips segment of the Ministry's Website;
- Responds to e-mailed request to the PR Unit for Information and Agriculture related issues;
- Assists with writing and editing of the Ministry's Annual Report and Farmer's Calendar;
- Performs other functions assigned by the Director.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Ability to work on own initiative
- Excellent time management skills
- Customer and quality focus
- Ability to work and co-operate in teams
- Methodical
- Teamwork
- Excellent planning and organizing skills
- Excellent interpersonal skills

Technical:

- Ability to communicate effectively
- Excellent creativity/high level of competence in writing
- Excellent level of competence in script writing and production for radio and television
- Excellent problem solving and decision making skills
- Reliable
- Proficiency in the use of the Internet, windows operating systems and Microsoft applications, in particular Word and PowerPoint

Minimum Required Qualification and Experience

- A Bachelor's Degree in Mass Communication or Journalism;
- A Minimum of three (3) years working experience in the field of Public Relations or a Communication-related environment eg. JIS;
- Knowledge of the local media landscape.

Special Condition Associated with the Job

- Ability to meet tight deadlines and to work outside of normal working hours including weekends and public holidays. The working environment can be stressful at times.

Applications accompanied by résumés should be submitted **no later than Wednesday, 30th June, 2021 to:**

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

Email: 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