



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 279
OSC Ref. C.4857¹⁶

17th August, 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 Transport and Mining**:

1. **Information/Public Education Supervisor (MCG/IE 4) – (Vacant)**, salary range \$1,601,259 – \$1,903,394 per annum and any allowance(s) attached to the post.
2. **Public Relations Officer (MCG/IE 4) – (Not Vacant)**, salary range \$1,601,259 – 1,903,394 per annum and any allowance(s) attached to the post.

1. Information/Public Education Supervisor (MCG/IE 4)

Job Purpose

To advance the interest and reputation of the Mines and Geology Division by effectively representing its policies, programmes, services and activities to the general public; as well as to manage and administer the operations of the Library under the supervision of the Commissioner, Mines & Geology.

Key Responsibilities

- Formulates and implements Public Relations Programmes utilizing the print and electronic media to promote the Division's image, its role and objectives;
- Develops initiative for radio, television and print media in consultation with Government Information Agency;
- Prepares and disseminates information to the media, public and private organizations and the general public;
- Develops and establishes a system for the production and preservation of information, education and communication material;
- Participates in exhibitions including presentations to schools and other institutions to showcase/promotes the work of the Ministry/Division;
- Advises the Commissioner, Mines and Geology on Public Relations issues;
- Assists with the placement of advertisements;
- Develops Budgets, Corporate, Operational and Work Plans;
- Assists with the preparation of speeches/papers for the Commissioner and other staff;
- Plans, organizes, co-ordinates and directs all programmes and activities of the Department;
- Prepares estimates of expenditure for the Library Section;
- Participates in the Collection Development Programme;
- Compiles and maintains Information Files and indexes to facilitate the effective retrieval and dissemination of information;
- Conducts research on material for publication relating to displays and others functions;
- Produces Annual Reports for the Division.

Human Resource

- Participates in the staffing and Performance Management and Appraisal procedure for staff;
- Leads the identification and development of individual performance goals as determined by the Corporate Plan;
- Provides leadership to junior staff through effective object setting, delegation and communication;
- Recommends training for staff;
- Provides guidance to staff through coaching, mentoring and training and providing assistance and support as needed;
- Ensures that junior staff is aware of and adheres to the policies, procedures and regulations of the Division and the Ministry;
- Performs other related functions assigned by the Commissioner from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of communication programme planning and communication media
- Excellent knowledge of Customer Service principles and techniques
- Excellent knowledge of modern Public Relations practices and techniques
- Excellent knowledge of the Division's policies and programmes
- Excellent oral and written communication skills
- Knowledge of computer applications and use of visual and other presentation skills
- Good problem solving techniques
- Excellent interpersonal skills
- Excellent leadership skills
- Excellent organizational skills
- Ability to work on own initiative
- Team work and co-operation

Minimum Required Education and Experience

- Bachelor's Degree in Media and Communications
- Specialized training in Social Media Marketing/Public Relations is desirous
- Three (3) years' experience as a Communications/Public Relations Practitioner
- Experience in events planning
- Expertise in planning, developing and implementing PR strategies

2. Public Relations Officer (MCG/IE 4)

Job Purpose

Under the direct supervision of the Director, Public Relations and Communication, the Public Relations Officer is responsible for advancing a positive image of the Ministry by effectively representing its policies, programmes, services and activities to internal and external customers and the general public.

Key Responsibilities

- Implements the Ministry's Public Education Programmes, utilizing the mass media and public forums to foster greater understanding and public awareness of the Ministry's objectives and policies;
- Monitors the Ministry's programmes and policies;
- Develops communication initiatives for radio, television and print media in consultation with Government Information Agencies;
- Prepares and disseminates information to the media, public and private organizations and the general public;
- Develops Ministry's periodicals and other publications;
- Advises management on Public Relations issues;
- Provides internal and external feedback on the impact of the Ministry's policies and programmes;
- Develops and implements effective communication strategies to sensitize staff about policy decisions, activities and developments within the Ministry;
- Co-ordinates and develops communication strategies for the Ministry in collaboration with portfolio Agencies;
- Organizes press briefings, receptions, conferences and other special events on behalf of the Ministry;
- Prepares speeches for the Minister/Permanent Secretary and Senior Directors;
- Ensures media coverage for the Ministry's functions;
- Attends meetings and prepares reports;
- Assists in the preparation of the Unit's Budget;
- Produces special publications on behalf of the Ministry such as Annual Reports, feature articles and advertisements;
- Advises the Minister on the consequences of the Ministry's action which may impact stakeholders;
- Establishes and maintains effective working relationships with representatives of the media;
- Arranges and co-ordinates press conferences, seminars and consultation;
- Develops press releases and interviews to all types of media, in a bid to educate stakeholders and the public in general on the Ministry's policies, procedures and activities;
- Enhances and maintains a positive corporate image of the Organization to the public;
- Contributes to internal communication channels.
- Performs other related functions assigned.

Required Knowledge, Skills and Competencies

- Excellent knowledge of communication programme planning and communication media
- Excellent knowledge of Customer Services principles and techniques
- Knowledge of computer applications and in the use of visual and other presentation aids
- Experience in the use of standard computer applications
- Excellent planning and organizational skills
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Team work and co-operation
- Initiative

Minimum Required Education and Experience

- Bachelor of Arts Degree in Media and Communications or equivalent qualification
- Specialized training in Public Relations
- Five (5) years' experience as a Communications/Public Relations Practitioner.
- Expertise in event planning and management
- Experience in planning, developing and implementing PR strategies

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

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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**