



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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JAMAICA, WEST INDIES

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**CIRCULAR No. 357**

**OSC Ref. C. 6555<sup>12</sup>**

**21<sup>st</sup> October, 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 **Ministry of Industry, Investment and Commerce**, salary range \$1,601,259 – \$1,903,394 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the supervision of the Director, Communication & Public Relations, the incumbent will assist in developing the Communication Policy and Annual Public Relations Programme. The incumbent will produce news releases and features; assist in the co-ordination of media services to the Ministry, the co-ordination and monitoring of publications of the Ministry, the co-ordination of Ministry events e.g. press briefings, conferences; and in the preparation of speeches and development of electronic material on the work of the Ministry.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Writes speeches/messages as directed;
- Prepares news releases/media advisories;
- Assists with development of the Ministry's Communication Policy;
- Assists with development and implementation of 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 detailed research to be used as background information for speeches, messages and interviews;
- Writes News releases and articles on the work of the Ministry;
- Markets and promotes the Ministry's Websites;
- Assists with the creation of electronic material for the Ministry, e.g. website content;
- Performs other related functions assigned from time to time by the Permanent Secretary/the Director of Communications and Public Relations and/or other designated personnel.

#### ***Managerial/Administrative:***

- In the absence of the Director of Communications and Public Relations, be in charge of the Communications Unit;
- Responds to written correspondence and enquiries received by the Ministry;
- Handles protocols outlining who speaks with whom, on what topics;
- Liaises with Office Management and the Information Communication Technology Unit to ensure communications equipment are procured, maintained and are accessible;
- Liaises with Office Management in the operations of the Media Centre;
- Liaises with Media houses to ensure contacts are kept up-to-date;
- Liaises with the Jamaica Information Service to ensure coverage of the activities of the Ministry;
- Accompanies Ministerial Team at special events, as required.

### **Required Knowledge, Skills and Competencies**

- Excellent presentation, oral and written communication skills
- Ability to work on own initiative
- Excellent time management, planning and organisational skills
- Excellent level of competence in Script Writing and production for radio and television
- Proficiency in the use of the Internet, windows operating systems and Microsoft applications, in particular Word and PowerPoint
- Ability to work and co-operate in teams

### **Minimum Required Education and Experience**

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

Applications accompanied by résumés should be submitted **no later than Wednesday, 3<sup>rd</sup> November, 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**