



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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9th March, 2022

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 **Public Relations Officer (MCG/IE 4)** in the **Communications and Public Relations Unit, Ministry of Agriculture and Fisheries**, salary range \$1,665,309 - \$1,979,529 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director, Communication and Public Relations (MCG/IE 6), the Public Relations Officer (MCG/IE 4) provides assistance in developing the Communication Policy and Annual Public Relations Programme, to inform agricultural stakeholders and the general public about the key initiatives and programme successes of the Ministry and its related Agencies.

Key Responsibilities

Technical:

- Assists with the development of the Ministry's Communication Policy;
- Assists with the development and implementation of Ministry's Annual Public Relations Programme;
- Assists with the formulation and implementation of Public Education Programmes for the Ministry and its related Agencies;
- Co-ordinates the planning and organizing of major events hosted by the Ministry and its related Agencies;
- Conducts research and writes speeches for Minister and Minister of State for Sector and Agency-related events;
- Writes media advisories and assists with arrangements for media coverage of Sector/Agency-related events;
- Conducts research and writes News Releases on breaking news items, Ministry/Agency-related achievements and developments within the Sector;
- Co-ordinates the arrangements for the hosting of News Conferences and Media Tours;
- Prepares media information kits, etc.;
- 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;
- Writes updates for the news segment of the Ministry's Website;
- Responds to e-mailed requests to the PR Unit for Information and Agriculture-related issues;
- Assists with the writing and editing of the Ministry's Annual Report and Farmers' 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
- Good customer and quality focus skills
- Excellent interpersonal skills
- Ability to work in a team
- Excellent time management skills
- Methodical

Technical:

- Excellent creativity/high level of competence in writing
- Excellent problem-solving and decision-making skills

- Excellent planning and organizing skills
- Reliability and capacity to work under pressure to meet stringent deadlines
- Proficiency in the use of the Internet, Windows Operating Systems and Microsoft applications, in particular Word and PowerPoint
- Knowledge of the local media landscape

Minimum Required Qualification and Experience

- Bachelor's Degree in Mass Communication or Journalism;
- Three (3) years working experience in the field of Public Relations or a communication-related environment, e.g. Jamaica Information Service (JIS).

Special Conditions Associated with the Job

- Ability to meet tight deadlines;
- Will be required to work outside of normal working hours, including weekends and public holidays, when the need arises;
- Will be required to travel in the execution of duties.

Applications accompanied by résumés should be submitted **no later than Tuesday, 22nd March, 2022 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**