



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 209

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1st June, 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 following **vacant** posts in the **Cannabis Licensing Authority (CLA)**:

1. **Director, Public Relations and Communication (MCG/IE 5) - Contract**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Records Officer (PIDG/RIM 3) - Contract**, salary range \$933, 069 - \$1,109, 126 per annum and any allowance(s) attached to the post.

1. Director, Public Relations and Communication (MCG/IE 5)

Job Purpose

Under the direct supervision of the Director, Human Resource Management & Administration, the Director, Public Relations, and Communications is responsible for the development and the implementation of the Authority's Public Education and Communication Programmes which includes content development, establishing communication strategy, developing brand awareness and execution of effective outreach activities.

Key Responsibilities

Technical/Professional:

- Develops and manages Communication/Public Relations Programmes and Plans;
- Develops Communication procedures and policies;
- Develops advertisement and other publicity material;
- Assists in the continual improvement of the Authority's brand;
- Manages development/dissemination of in-house publications;
- Analyses media coverage;
- Assists with the development and production of education and outreach material (advertorials, brochures, newsletters, booklets promotional videos, public service announcements and advertisement etc.) that are relevant and appealing to the Commissioner's stakeholders;
- Supervises dissemination of press releases, media invitation, etc.;
- Conceptualizes and prepares speeches and briefs for Ministers, Permanent Secretary, and other Directors;
- Manages and updates information and engages with users on social media sites such as Facebook, Twitter etc.;
- Develops response to public queries about issues pertaining to the Authority;
- Prepares and makes presentations on behalf of the Authority;
- Represents the Ministry at seminars and other functions/events;
- Assists in the development and management the Research Development and Communication's Budget and Operational Plan;
- Assists with the planning, organising and implementation of events including press conferences, exhibitions, workshops and seminars, sensitization sessions;
- Devises and coordinates photo opportunities;
- Prepares trend analysis reports on the Authority's social media outlets.

Management/Administrative:

- Develops and implements Public Relations Programme, policies, and practices;
- Develops and manages Communications Budget;

- Identifies supplies needed to execute public relations or communications function and oversees the Purchase Order Procurement process;
- Manages relationships with suppliers.

Required Knowledge, Skills and Competencies

- Excellent knowledge of public affairs
- Excellent knowledge of the Authority's policies and programmes
- Excellent oral and written communication skills
- Excellent public speaking and presentation skills
- Excellent interpersonal skills
- Ability to work in a team
- Sound judgement
- Sound integrity and ethics
- Microsoft Office Suit
- Ability to manipulate Social Media platforms for communications and marketing purposes (e.g., Facebook, Twitter, Instagram, and LinkedIn)
- Proficient in Adobe Creative Suite or similar programme
- Creativity and problem-solving skills

Minimum Required Qualification and Experience

- Bachelor of Arts Degree in Media and Communications, Integrated Marketing Communications, Public Relations, Journalism, or related field;
- At least three (3) years' experience in Communications Management;
- Knowledge of events planning, and management would be an asset.

Special Conditions Associated with the Job

- Extensive island - wide travel
- Will be required to work unsocial hours to completed deadlines or facilitate meetings.
- Will be required to work occasionally on weekends and Public Holidays.

2. Records Officer (PIDG/RIM 3)

Job Purpose

Reporting to the Registrar (PIDG/RIM 4), the incumbent is responsible for the maintenance and co-ordinating of an efficient Records Management System, to support the effective management of the Authority's records and enhance its corporate memory.

Key Responsibilities

- Manages records and files selected for archiving and disposal by developing and maintaining an appropriate system and procedures;
- Liaises with the relevant Divisional/Unit Heads to foster efficiency in storage, archiving and disposal of records;
- Maintains accurate financial records;
- Creates and maintains a manual and an electronic master file directory with appropriate access points of records and files;
- Processes incoming requests, conducts research and provides information in an appropriate format;
- Secures and maintains confidential files and monitors adherence to security procedures;
- Undertakes data entry and scanning of records;
- Identifies files and records and assists with their preparation for transfer to the Government Records Centre;
- Develops and maintains procedures for processing incoming and outgoing mail;
- Maintains Stamp Imprest;
- Arranges for the expeditious processing of special and/or complex mail including registered and classified mail sent by Courier;
- Assists with the preparation of index of records;
- Participates in the development and review of operational systems and programmes and the preparation of Procedures Manual for the efficient execution of functions within the Section;
- Ensures that in the Decentralized File and Records Stations are in compliance with established procedures and approved Records Management principles;

- Conducts records inventory exercise;
- Provides guidance to internal users of records systems;
- Ensures the operation and maintenance of Records and Information Systems including the creation, receipt, storage, retrieval and disposition;
- Assists the Registrar to develop a Disaster Preparedness Plan for the Authority's records;
- Assists with the implementation of the Access to Information Act by performing related activities as requested;
- Conducts Records Management training and sensitization sessions as required.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Good interpersonal skills
- Good problem solving and decision-making skills
- Planning and organizing skills
- Goal/result oriented
- Ability to work in a team

Technical

- Proficient in the use of Microsoft Office Suite
- Excellent knowledge of Government Records Management practices and procedures

Minimum Required Qualification and Experience

- Four (4) subjects at the CXC or GCE 'O' level including English Language and a numeric subject;

OR

- Certificate/Diploma in Document Management from a recognized tertiary institution;
- Training in Records and Information Management System and related automated technologies, procedure, and practices and
- Four (4) years' experience in Records Management in the Public Sector.

Special Condition Associated with the Job

- May be required to do some amount of lifting, bending, stooping, and walking
- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Tuesday, 14th June, 2022 to:**

**The Director,
Human Resource Management and Development
Cannabis Licensing Authority
4th Floor, Pan Jam Building,
60 Knutsford Boulevard, Kingston 5**

Email: vacancies@cla.org.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**