



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 227 **OSC Ref. C. 5851¹⁷**

8th 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 **vacant** post of **Public Relations and Communication Officer (MCG/IE 4)** in the **University Council of Jamaica**, salary range \$1,665,309 - \$1,979,529 per annum and any allowance(s) attached to the post.

Job Purpose

The Public Relations and Communications Officer is responsible for assisting in planning the public relations activities and educational programmes for the UCJ. He/she is responsible for assisting in promoting the UCJ's policies, programmes and projects through media relations and the dissemination of information by various means to stakeholders.

Key Responsibilities

- Assists with the revision and maintenance of the UCJ's Communication Policies;
- Assists with the development and implementation of the UCJ's Annual Public Relations and Communication Plan;
- Assists with the formulation and implementation of Public Education Programmes for the UCJ;
- Co-ordinates the planning and organizing of major events hosted by the UCJ;
- Writes media advisories and assists with arrangements for media coverage from Media Houses for UCJ related events;
- Conducts research and drafts news releases and editorials;
- Prepares media information press kits;
- Assists with the drafting of the UCJ's Annual Report;
- Responds to queries from media, individuals and other organizations;
- Designs and implements the UCJ's Social Media content Strategy to complement the Communication and Educational Programmes of the UCJ;
- Designs flyers, brochures, newsletters, handouts, promotional videos, photographs, Multimedia Programmes and all other educational materials;
- Writes/edits in-house publications, speeches, articles and the Annual Reports;
- Monitors traditional/social media publicity and conducts research to identify the concerns and expectations of the UCJ's stakeholders; and analyses and reports the findings;
- Collaborates with other team members in the creation of Multimedia Communications;
- Manages media monitoring for quality assurance and higher education publications and provides a report;
- Uses all forms of media and communication to build, maintains and manages the reputation of UCJ;
- Maintains and updates information on the Organization's Website;
- Researches and prepares content for the UCJ's Website;
- Collaborates with the Director, Public Relations and Communication in the preparation of presentations and reports;
- Liaises with other team members to ensure that information prepared for and used by the UCJ is appropriate;
- Performs other related functions as directed by the Director, Public Relations and Communication/Executive Director.

Required Knowledge/Skills/Competencies

- Ability to conduct research and present findings in a comprehensive manner.
- Ability to perform work with accuracy, speed, and minimal supervision.
- Ability to use creativity to design, implement, and evaluate interventions to improve efficiency of service to internal and external customers;
- Ability to use the audition, premiere pro, canva, final cut and adobe suite
- Functional knowledge of website content management

- Display in depth knowledge and understanding of social media platforms, such as Facebook, Twitter, YouTube, Instagram and LinkedIn.
- Proficient in Microsoft Office Suite
- Customer and Quality Focus
- High display of integrity and maintain strict confidentiality
- Sound interpersonal and social skills
- Excellent oral and written communication skills
- Sound decision-making and problem solving skills
- Goals/Results Oriented
- Excellent team player and cooperation skills

Minimum Required Qualification and Experience

- Bachelor of Arts Degree in Mass Communications/Public Relations/Journalism or any other related field;
- Minimum of three (3) years' experience in Communications.

Applications accompanied by résumés should be submitted **no later than Tuesday, 21st June, 2022 to:**

**Director, Human Resource & Administration,
The University Council of Jamaica
31 Windsor Avenue
Kingston 5**

Email: jobs@ucj.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**