



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 308**  
**OSC Ref. C. 4858<sup>43</sup>**

15<sup>th</sup> July, 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 **Communication 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 development of the Ministry's Communication Policy;
- Assists with development and implementation of the Ministry's Annual Public Relations Programmes;
- Assists with 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 the 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 request to the PR Unit for Information on agriculture-related issues;
- Assists with writing and editing of the Ministry's Annual Report and Farmers' Calendar;
- Performs any other functions assigned by the Director.

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

#### **Core**

- Excellent written and oral communication skills
- Ability to work on own initiative
- Good customer and quality focus skills
- Excellent Interpersonal skills
- Good teamwork and cooperation skills
- Excellent time management skills
- Methodical

**Technical**

- Ability to communicate effectively
- 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

**Minimum Required Education and Experience**

- A Bachelor's Degree in Mass Communication or Journalism;
- A minimum of three (3) years working experience in the field or Public Relations, or a Communication-related environment e.g. JIS;
- Knowledge of the local media landscape.

**Special Conditions Associated with the Job**

- Ability to meet tight deadlines and to work outside of normal working hours including weekends and public holidays;
- Travel in the execution of duties.

Applications accompanied by résumés should be submitted **no later than Thursday, 28<sup>th</sup> July, 2022 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

E-mail: [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**