



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 362**  
**OSC Ref. C. 4858<sup>42</sup>**

**29<sup>th</sup> August, 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 **Communication and Public Relations Unit, Ministry of Agriculture and Fisheries**:

1. **Communication and Media Officer (MCG/IE 4)**, salary range \$1,665,309 - \$1,979,529 per annum and any allowance(s) attached to the post.
2. **Videographer/Editor (MCG/AVT 5)**, salary range \$1,244,747 - \$1,479,613 per annum and any allowance(s) attached to the post.

### **1. Communication and Media Officer (MCG/IE 4)**

#### **Job Purpose**

Under the direct supervision of the Director, Communication and Public Relations (MCG/IE 6), the Communications and Media Officer (MCG/IE 4), monitors the Ministry's Audio-visual, Audio and Web-based Communication and assists in developing the Communication Policy and Annual Public Relations Programme by producing news releases and features.

#### **Key Responsibilities**

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

- 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 research and writes scripts for production of video of Ministry programmes and agency-related events;
- Writes media advisories and assists with arrangements for media coverage of sector/Agency-related events;
- Conducts research and writes scripts for Radio Programmes for Ministry/Agency related achievements and developments within the Sector;
- Assists with the arrangements for the hosting of News Conferences and Media Tours
- Assists with the production of radio programmes for the Ministry;
- Writes Briefs for Ministers/Directors for Radio/TV interviews to discuss the Ministry's programme successes etc.;
- Interviews Ministry's Officials and Agricultural Stakeholders on a regular basis, to facilitate the production of news stories for the print and electronic media;
- Provides updates for the audio and video clips segment of the Ministry's Website;
- Responds to e-mailed request to the PR Unit for information and agriculture related issues;
- Assists with writing and editing of the Ministry's Annual Report and Farmer's 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
- Excellent time management skills
- Customer and quality focus
- Ability to work and co-operate in teams.
- Methodical

- Teamwork
- Excellent planning and organizing skills
- Excellent interpersonal skills

***Technical:***

- Ability to communicate effectively
- Excellent creativity/high level of competence in writing
- Excellent level of competence in script writing and production for radio and television
- Excellent problem solving and decision-making skills
- Reliable
- Proficiency in the use of the Internet, windows operating systems and Microsoft applications, in particular Word and PowerPoint

**Minimum Required Qualification and Experience**

- A Bachelor's Degree in Mass Communication or Journalism
- Minimum of three (3) years working experience in the field of Public Relations or a Communication-related environment eg. 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. The working environment can be stressful at times.

**2. Videographer/Editor (MCG/IE 4)**

**Job Purpose**

Under the general direction of the Director, Communication & Public Relations (MCG/IE 6), the Videographer/Editor (MCG/AVT 5) is responsible for providing videographic shooting of footage, sound mixing, video editing and packaging to support the Ministry's Communication and Public Relations Programme; the training activities of the Ministry's Extension Service Provider - the Rural Agricultural Development Authority (RADA), the Ministry's Research & Development Division's programmes and all priority projects, and those funded by International Agencies.

**Key Responsibilities**

***Technical:***

- Produces videos for Farmer Field Days and other training activities in support of RADA's Extension Service Delivery Programme;
- Produces demonstration videos to be used on a Parish-by-Parish basis in support of the Ministry's priority programmes, such as Farmer Registration, Hurricane Preparedness, Backyard Garden Production;
- Produces specialized videos for externally funded projects;
- Produces news-related videos for commercial broadcast and purposes;
- Ensures broadcast standard lighting for all shoots;
- Interprets scripts provided by Project Directors;
- Shoots footage are concurrent with the objectives of the project;
- Executes in studio, post-production sound mixing using computerized sound mixing systems;
- Edits footage using computerized video editor;
- Packages footage to produce completed video in accordance with commercial broadcast standards;
- Maintains ongoing liaison with Commercial Television Stations;
- Maintains video camera, computerized sound and editing equipment in optimal working order;
- Produces footage for the production of video highlighting Ministry's Strategic Initiatives.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills
- Excellent time management skills
- Excellent planning and organizing skills
- Good analytical thinking skills
- Good problem solving skills

- Excellent customer service and quality focus skills
- Good interpersonal skills
- Team work and cooperation

***Technical:***

- Excellent knowledge in broadcast standards videography, sound recording and studio equipment
- Excellent knowledge of computerized and mechanical mixing, editing and recording systems
- Good knowledge of the commercial television environment
- Strong pictorial sense viz composition and visual continuity
- Proficient in the relevant computer applications
- Sound knowledge of GOJ and the Ministry's policies and procedures

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Mass Communication with Certification in video production - Film, Videography or Visual Arts from CPTC, CARIMAC or other recognized institutions;
- Minimum of five (5) years' experience in broadcast video production, sound, lighting and editing systems.

**Special Conditions associated with the Job**

- Travelling islandwide
- Working on weekends Public Holidays and beyond regular working hours
- Required to perform three functions:
  - ✓ Videographer
  - ✓ Sound mixer
  - ✓ Video editor

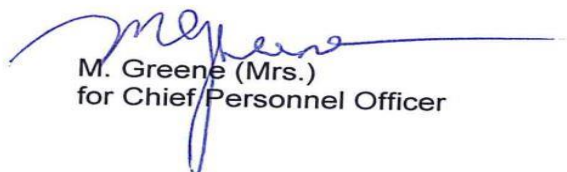
Applications accompanied by résumés should be submitted **no later than Friday, 9<sup>th</sup> September, 2022 to:**

**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.**

  
M. Greene (Mrs.)  
for Chief Personnel Officer