



Office of the Services Commissions

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CIRCULAR No. 414 **OSC Ref. C. 6272¹⁷**

29th September, 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 Communication/Public Education Manager (MCG/IE 5)** in the **Access to Information Unit, Office of the Prime Minister**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Director, Access to Information Unit, the Manager, Communication/Public Education is responsible for developing and implementing the Unit's communication programmes by providing thorough, current and accurate information about the Access to Information Act (2002), through the use of dynamic communication and public relations tools and strategies that will enhance the public awareness of their right to official documents. The incumbent is also responsible for relationship management, analysis and evaluation of the Unit's impact among public authorities, stakeholders and partners in pursuit of its goals.

Key Responsibilities

- Designs and implements specific Public Education Programmes to highlight and explain particular aspects of Access to Information Act (2002);
- Co-ordinates, develops and delivers information sessions (including presentations, exhibitions, workshops and seminars) to Public Sector, Private Sector Organizations, schools, community and other interest groups;
- Conducts Training Needs Assessment of public servants and other target groups and develops training programme/s to address needs identified;
- Establishes and maintains partnerships with target groups and advocates programmes to address needs, rights and responsibility;
- Conducts research on global procedures, regulations and programmes regarding ATI/Freedom on Information legislation to assist with informing the education and communication activities of the Access to Information Unit;
- Supports the Director with the monitoring of the application of the Access to Information Act in Government Organizations in relation to the understanding of the Act;
- Prepares responses to media enquiries and requests;
- Monitors and analyzes public opinion and the media, identifies issues and trends, and advises the Director on appropriate action/responses;
- Produces, oversees and assesses production of specific types of information communication products (e.g. press kits, Press Releases, feature articles, speeches, booklets, brochures, backgrounders, audio-visual materials and radio spot programmes etc.);
- Develops, reviews and implements Communication Policy for the Unit;
- Collaborates with JIS and other Media Houses for the development of programmes for the publicity of the Access to information Act and role and functions of the ATI Unit;
- Co-ordinates Public Relations activities such as press conferences, media briefings etc. in relation to the ATI Act and activities of the Unit;
- Drafts speeches and Press Releases;
- Contributes to the development and implementation of the Unit's Strategic and Operational Plans, Budget and Work Plans for staff;
- Provides technical advice to the Director and other relevant persons/organizations as required;
- Designs and implement communication strategies and tools to disseminate information on Access to Information Laws, Regulations, policies and programmes in accordance with the Unit's Mandate; Strategic and Operational Plans and Government Communication Policies;
- Prepares and submits performance and other reports as required, and ensures timely submission of all documents/information requested by the Director;
- Manages Strategic Communication Plan, including Social Media Strategy;
- Drafts and monitors the Public Relations/Education Budget of the Unit;

Required Knowledge, Skills and Competencies

- Excellent leadership, networking and relationship-building skills
- Excellent customer relations skills
- Strong research, analytical and decision-making skills
- Sound knowledge of Public Sector management
- Excellent integrity/ethics exercised in the performance of duties
- Demonstrates initiative and creativity
- Excellent oral and written communication skills
- Demonstrates strong emotional intelligence
- Demonstrated proficiency in the use of computer applications and creative design tools such as Office Suit, Adobe Creative Cloud application and canva;
- Demonstrated proficiency in social media marketing
- Knowledge of Government communication policies and protocols
- Excellent knowledge of Public Relations and Communication strategies

Minimum Required Qualification and Experience

- Bachelor's Degree in Mass Communication/Public Relations or Communication from a recognized tertiary institution;
- Five (5) years of professional experience in Journalism, Communications or Public Relations /Public Education;
- Certification in the field of either Print, Electronic, Social Media Marketing or Public Relations;
- Experience in the design and delivery of training and communication programmes would be an asset;
- Project Management certification/training would be an asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 12th October, 2022 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.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**