



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
JAMAICA, WEST INDIES  
TEL: 876-922-8600  
FAX: 876-924-9764  
EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

---

**CIRCULAR No. 54**  
**OSC Ref. C.4858<sup>44</sup>**

**30<sup>th</sup> January, 2023**

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 **Videographer/Editor (MCG/AVT 5)** in the **Communication and Public Relations Unit (Hope Gardens), Ministry of Agriculture and Fisheries**, salary range \$3,332,803 - \$4,482,249 per annum.

**Job Purpose**

Under the general direction of the Director, Communication and 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 and 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;
- Ensures that 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 problem-solving and analytical thinking skills
- Excellent customer service and quality focus skills
- Good interpersonal skills
- Ability to work in a team

***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
- Sound knowledge of the Government of Jamaica's and Ministry's policies and procedures
- Strong pictorial sense viz composition and visual continuity
- Proficient in the relevant computer applications

#### **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;
- Five (5) years' experience in broadcast video production, sound, lighting and editing systems.

#### **Special Conditions Associated with the Job**

- Will be required to travel island-wide;
- Will be required to work on weekends, public holidays and beyond regular working hours;
- Will be required to perform three (3) functions:
  - ✓ Videography
  - ✓ Sound mixing
  - ✓ Video editing.

Applications accompanied by résumés should be submitted **no later than Friday, 10<sup>th</sup> February, 2023 to:**

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

Email: [jobopportunities@moa.gov.jm](mailto:jobopportunities@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**