



## 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. 204**  
**OSC Ref. C.6272<sup>17</sup>**

**8<sup>th</sup> May, 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 Public Education Officer (MCG/IE 3)** in the **Access to Information Unit, Office of the Prime Minister (OPM)**, salary range \$1,231,399- \$1,463,747 per annum.

### **Job Purpose**

Under the supervision of the Communication/Public Education Manager, the Public Education Officer provides support to the Manager in carrying out the day-to-day activities relating to the portfolio being managed by assisting in the development and implementation of the Communications and Public Education programmes and by providing current and accurate information about the Access to Information Act (2002). The Public Education Officer will use dynamic communication and public education tools and strategies that seek to enhance the public's awareness of their right to official documents and the functions of the Access to Information (ATI) Unit. The Public Education Officer is also responsible for assisting with relationship management, analysis, and evaluation of the impact of the Communication and Public Education programmes among public authorities, stakeholders, and partners.

### **Key Responsibilities**

- Participates in the development of educational material using various methodologies and media to creatively present information to meet the needs of various publics;
- Facilitates information sessions (including presentations, exhibitions, workshops and seminars) to Public Sector, Private Sector organizations, schools, community and other interest groups;
- Collaborates with the Public Education Manager in collaborating with public authorities and NGOs in public education events;
- Monitors the implementation of strategies for assessing the effectiveness of the Public Education Programme and implementation of programmes where necessary to address findings;
- Supports effective partnerships with target groups and stakeholders by assisting with the dissemination of timely and appropriate information about the role, functions and activities of the ATI Unit;
- Facilitates the planning and placements of advertisements, Public Education campaigns and social marketing of the ATI Unit;
- Conducts research on global procedures, regulations and programmes regarding ATI/Freedom on Information legislation to inform the Education and Communication activities of the Access to Information Unit;
- Routes enquiries and complaints coming from the public and public authorities to the appropriate persons within the Unit, when necessary, and ensuring prompt response/resolution;
- Tracks, researches and analyses information on ATI related topics/issues and makes recommendations to the Public Education Manager;
- Ensures that the Access to Information Research and Information Centre is organized and contains information that reflects and supports the research and training needs of internal and external stakeholders as directed;
- Participates in activities to promote media coverage (e.g. press conferences/briefings, interviews, and other special activities);
- Designs 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.);
- Liaises in the implementation of collaborative programmes developed by the JIS and other media houses for the publicity of the Access to Information Act and the role and functions of the ATI Unit;
- Assist in the co-ordination of Public Education activities such as press conferences, media briefings etc. in relation to the ATI Act and activities of the Unit;

- Provides timely and accurate information to queries from the media, public authorities and other stakeholder bodies as approved by the Director of the ATI Unit;
- Drafts Press Releases, media advisories, news and feature articles and other material for dissemination to the media;
- Establishes and maintains database of queries and requests including interviews and news articles on the use of the Access to Information Act;
- Drafts speeches and reports for the Director;
- Assist with the production and circulation of a quarterly newsletter;
- Liaises with print and electronic media and engages on social media to promote the Unit's policies and programmes as instructed;
- Disseminates information, policies, publications and educational material to all staff to enhance their development;
- Provides material for updating the ATI Unit's website and social media pages and accounts.

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

- Integrity/Confidentiality
- Excellent presentation, oral and communication skills;
- Excellent social media marketing skills;
- Excellent media relations skills
- Strong networking and relationship-building skills;
- Excellent interpersonal and customer relations skills;
- Strong emotional intelligence;
- Strong research and analytical skills;
- Demonstrates initiative and creativity.
- Knowledge of Public Education and Communication strategies;
- Knowledge of government communication policies and protocols;
- Proficient in the use of computer applications- Adobe Creative Cloud applications (Audition, Adobe Premier Pro, Adobe Photoshop, sierra Print Artist), Canva and Microsoft Office Suite (Excel, Word, PowerPoint);
- Demonstrated capability in Search Engine Optimisation;

### **Minimum Required Qualification and Experience**

- Bachelor of Arts Degree in Mass Communication or related field from a recognized tertiary institution
- At least three (3) years' work related experience
- Practical experience and knowledge of the full range of communication approaches, tools and methodologies essential to planning and executing effective communications strategies would be an asset;
- Practical experience in utilizing Canva, Adobe creative cloud tools or applications and other such creative design applications;
- Experience in Social Media Marketing and managing social media pages/accounts.

Applications accompanied by résumés should be submitted **no later than Friday, 19<sup>th</sup> May, 2023** to:

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

Email: [jobs@opm.gov.jm](mailto: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**