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(CENTRAL GOVERNMENT)
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20th July, 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/be assigned to the following posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Director, Communications and Public Relations (MCG/IE 6) (Vacant) - Communications and Public Relations Department**, salary range \$5,597,715 – \$7,528,305 per annum.
2. **Director, Industry (GMG/SEG 4) (Not Vacant) - Industry Division**, salary range \$5,597,715 – \$7,528,305 per annum.

1. **Director, Communications and Public Relations (MCG/IE 6)**

Job Purpose

Under the supervision of the Senior Director, Corporate Services, the Director, Communications and Public Relations (MCG/IE 6), manages the design and delivery of the Ministry's external and internal communications programmes and ensuring the effective design and consistent delivery of information products, in accordance with the Ministry's overall objectives and policies, under the direction of the Permanent Secretary.

This includes providing expert input into the development of a communications strategy/policy for the Ministry; advising and/or obtaining professional advice on behalf of the Permanent Secretary and Ministerial Team on Public Relations, media relations and other communications matters relating to the Mission and work of the Ministry; monitoring issues of concern to the Ministry and briefing the Ministerial team and Permanent Secretary accordingly; developing strategies for prompt and effective responses to issues and crises relating to the Ministry's role and function.

Key Responsibilities

Management/Administrative:

- Represents the Ministry as the Chief Accounting Officer of the Corporate Communications/Public Relations Branch;
- Manages and oversees the development of the Budget and other activities of the Branch to approved Budget levels, e.g. advertising, publications, photographs, professional fees, etc.;
- Ensures appropriate training and development of staff within the Unit;
- Develops, manages and monitors activities of the Branch to ensure that tasks are carried out as assigned and according to Individual Work Plans;
- Designs and manages Strategic Communications Plan;
- Provides guidance to, supervise team of Public Information Officers; plan and allocate work assignments; and evaluate staff as required.

Technical/Professional:

- Tracks, researches and analyzes information on Ministry related topics/issues; gather information from diverse sources and Agencies of the Ministry and help to assess news value and other potential impact; as well as to evaluate the effectiveness of the Ministry's overall communications programme;
- Researches, drafts, writes and edits speeches for the Minister(s), Permanent Secretary and Senior Management Team as required;
- Responds to media enquiries and information requests; prepares related correspondence when required;
- Publicizes priority areas and/or major events of the Ministry; to include drafting of information strategies, co-ordinating efforts, monitoring and reporting on progress, taking appropriate follow-up action and analysing the outcome;
- Undertakes activities to promote media coverage (e.g. press conferences/briefings, interviews);

- Monitors and analyzes public opinion and the media, identifies issues and trends and advise the Minister/Permanent Secretary on appropriate action/responses;
- Produces/oversees/assesses production of specific types of information communications products (e.g. press kits, press releases, feature articles, speeches, booklets, brochures, backgrounders, audio-visual materials, radio spot programmes, etc.);
- Conducts/manages/oversees the Ministry's participation in special events and exhibitions (e.g. JMA Expo, career expositions, etc.);
- Co-ordinates media related activities for the Minister(s) and Permanent Secretary;
- Handles all media requests of the Ministry;
- Monitors Talk Shows and other electronic and print media programmes; provides reports to the Permanent Secretary and the Ministerial Team, when necessary;
- Designs and implements specific Public Education Programmes to highlight/explain particular aspects of the work of the Ministry;
- Keeps the Minister/Permanent Secretary informed of national and international news events that could have impact on the image of the Ministry, either positively or negatively;
- Arranges tours, launches, interviews, and other related activities, as required or according to the Ministry's Communications Programme;
- Prepares press bites when requested for distribution to visiting journalists and other interest groups;
- Makes arrangements for journalists wanting to see the Minister;
- Provides liaison and information flow for overseas and local programmes, as necessary;
- Ensures the maintenance of an up-to-date Newspaper Clippings File on local and international news items directly related to the policies, programmes and activities of the Ministry;
- Prepares and continuously updates information kit for distribution to the Ministry's target audiences/stakeholders;
- Maintains up-to-date professional quality photographs for publication, when necessary;
- Arranges contract signings, as assigned by the Minister or Permanent Secretary;
- Provides Minister/Permanent Secretary with regular Media Monitoring Reports, e.g. articles, letters, or other relevant issues that appear in the print or electronic media;
- Handles complaints from the media relating to the Ministry;
- Co-ordinates and update content for the Ministry's Website;
- Develops and place appropriate articles/stories by and about the Ministry for both print and electronic media;
- Develops and maintains the Ministry's Media Contact Network;
- Develops themes, activities and support material for major events of the Ministry, as required;
- Produces guidelines to help promote image consistency of the Ministry and its Agencies;
- Identifies potential opportunities for positive media coverage;
- Ensures the provision of specialist services for media and Public Relations activities, including publishing and other print, audio and visual productions;
- Reviews materials (e.g. news releases, website content, newsletter, backgrounders, fact sheets, etc.) produced within the Ministry or in cases where the work has been contracted outside the Ministry;
- Develops materials on complex issues (e.g. MOU, PMAS, etc.);
- Maintains continuous liaison with major media houses, including the Jamaica Information Service.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership skills
- Good administrative, analytical, and creative skills
- Mastery in oral and written communication skills
- Excellent people management skills
- Excellent interpersonal skills- team-building skills and the ability to motivate staff to achieve targeted goals
- A proactive, flexible work attitude
- Reliability and capacity to work under extreme pressure to meet all deadlines
- Excellent customer and quality focus skills
- Excellent analytical thinking skills

Technical:

- Extensive knowledge of Government and administrative systems and public policy
- Sound knowledge of legislative and regulatory framework governing MSMEs, manufacturing, services, intellectual property, standards and quality and other areas related to the Ministry's Portfolio
- Sound knowledge of governance and accountable/accounting framework

- Excellent reporting and organizing skills
- Strong analytical and problem-solving skills
- Excellent research and report writing skills
- Strong technological skills to include use of social media, communication devices, project management and report writing software and Microsoft Office Suite
- An understanding of graphic design and printing to guide the production of flyers, brochures, advertisements, Annual Reports
- An understanding of protocol/hospitality-related issues
- Proficiency in the use of relevant computer applications
- Knowledge in the operations of Government

Special Conditions Associated with the Job

- Occasional need to travel on Government Business/Workshops (local and overseas);
- Ability to work under stress and meet very short deadlines while maintaining high standards of work;
- Must be resourceful in ability to get things done within a complex bureaucracy without getting easily frustrated;
- Have or able to build a strong high-level network in the Public and Private Sector;
- Reliable and trustworthy;
- Must be flexible and available at all times;
- The working environment in the Communication and Public Relations Division often becomes very stressful – given that most deadlines are established externally (.i.e from the Ministers' offices). Additionally, there are often competing events in a single day for which writing and organizational support are required from the Communication and Public Relations Division.

Minimum Required Qualification and Experience

- Degree in Mass Communication or Journalism or equivalent qualifications;
- Five (5) years working experience in Public Relations/Communication at the managerial level;
- A thorough understanding of the local media landscape;
- Proficiency in the use of the Internet, Windows operating systems and Microsoft applications, in particular, Word and PowerPoint.

2. Director, Industry (GMG/SEG 4)

Job Purpose

Under the direct supervision of the Chief Technical Director the Director- Industry, manages and directs all the operations of the Industry Portfolio through strategic planning, drafting and reviewing of policies, implementing policy initiatives, and supervision of the Division's human and financial resources to achieve the Division's and Ministry's goals and objectives.

Key Responsibilities

Management/Administrative:

- Participates in the Ministry's Strategic Planning Process by assisting in the preparation of the Ministry's Corporate Plan;
- Prepares the Division's Operational Plan and Budget;
- Manages and implements the Division's policies and programmes to achieve set targets set;
- Manages the Division's Budget and monitors expenditure;
- Monitors Agencies under the Division's purview to ensure that set objectives are met;
- Provides guidance and administrative support to the Minister, Permanent Secretary and other Directors on Industry related matters;
- Reviews and submits Annual, Quarterly and Monthly reports;
- Establishes a professional network with stakeholders in the Industry;
- Keeps abreast of emerging trends and developments in the Global Industry Sector;
- Represents the Ministry at meetings, conferences and other functions as directed;
- Identifies and addresses staff performance assessed and needs.

Technical/Professional:

- Provides contribution for the Minister's Budget Speech, the Governor General's Throne Speech and speaking engagement of the Minister and Permanent Secretary relative to the Industry Portfolio;

- Supervises the Project Manager and consultants for the donor funded micro and small business credit programmes under the purview of the Ministry;
- Assists in the design of the Ministry's Annual Legislation Programme and Annual Budget;
- Assists in making Terms of Reference for Project Manager and Consultant;
- Monitors and provides on-going policy advice on the Ministry's Credit Programmes for the Small and Micro Enterprises (SME) Sector;
- Ensures on-going interface with IDB, CDB, EU, CARICOM, WTO and the World Bank;
- Provides technically sound advice to the Ministry of Foreign Affairs in respect of trade policy issues under Multilateral, Regional and Bilateral Agreements.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division and recommends transfers, promotions, termination and leave in accordance with the established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Ministry's goals;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Division and Ministry.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent leadership skills
- Analytical thinking
- Goal/Results oriented
- Excellent problem-solving and decision-making skills
- Change Management
- Managing Partners
- Excellent planning and organizing skills
- People Management
- Impact and Influence

Technical:

- Excellent Knowledge of the National Industrial Policy (NIP)
- Excellent knowledge of Government Acts and policies relating to the Industry Division
- Ability to manipulate relevant computer software (Microsoft Word, Excel, PowerPoint and Note Pad)
- Good use of technology
- Strategic vision

Minimum Required Qualification and Experience

- First Degree in Economics, or Management or its equivalent from an accredited tertiary Institution;
- Three (3) years work experience at the managerial level.

Special Conditions Associated with the Job

- Local and international travel to perform work related duties.

Applications accompanied by résumés should be submitted **no later than Thursday, 3rd August, 2023 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**