



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 365**  
**OSC Ref. C. 6272<sup>17</sup>**

**14<sup>th</sup> September, 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 **Office of the Prime Minister**:

1. **Communication Specialist (MCG/IE 6) (Vacant)** salary range \$5,597,715 - \$7,528,305 per annum.
2. **Cabinet Recording Secretariat Officer (GMG/SEG 1) (2 posts) (Not Vacant)**, salary range \$3,094,839 - \$4,162,214 per annum.

**1. Communication Specialist (MCG/IE 6)**

**Job Purpose**

Reporting to the Principal Director, Policy Development and Governance, Office of the National Security Advisor (ONSA), the Communication Specialist is responsible for:

- Determining and developing communication strategies and programmes for the Office to facilitate its communication needs
- Providing day-to-day coordination management of such programmes that will establish the ONSA as the Office mandated to drive the transformation of the National Security Council
- Providing technical support/advice/guidance to the Principal Director and other stakeholders in the Office in relation to the assigned portfolio
- Promoting the image of ONSA as the body responsible for the co-ordination and integration of programmes across sectors and facilitate the building of partnerships with communities, citizens, civil society and all government organizations involved in delivering security services.

**Key Responsibilities**

***Management/Administrative***

- Provides support/guidance to the National Security Advisor and other Senior Officers in the ONSA on issues relating to communication;
- Prepares and submits performance and other reports as required;
- Prepares Minutes for meetings of the National Security Council and distribute to stakeholders.

***Technical/Professional:***

- Develops appropriate communication and information sharing strategies, to ensure that pertinent information is shared with the media, as well as the internal and external stakeholders;
- Develops and implements a comprehensive National Strategic Communication Programmer that will enhance public information, awareness, engagement and support as it relates to the National Security Policy and promotion of national and human security;
- Co-ordinates public relations and communication activities for the ONSA;
- Assists with the production of ONSA's Annual Report;
- Assists in the documentation of dissemination of methodologies relating to participatory/consultative processes being employed by ONSA including best practices and lessons learnt;
- Liaises with ONSA managers and staff on Public Relations matters and provides guidance/support as needed;

- Maintains an overview of internal and external information needs, develops/refines the Communication Strategy of ONSA to enhance communication;
- Prepares/Edits speeches, briefs, feature articles, audio/visual materials, e-newsletters, booklets, brochures, flyers and special reports;
- Publishes priority areas and/or major events of the ONSA as directed;
- Liaises with stakeholders on communication issues;
- Supports ONSA's network communication through developing and making use of new communication strategies and technology;
- Develops/recommends/implements programmes within assigned portfolio which will promote a positive image of the ONSA;
- Collaborates with JIS and other media houses as necessary (establishes and maintains an effective working relationship with the media);
- Undertakes coverage and communication support for external events planned by ONSA, as required ensuring that appropriate protocols are in place for communication or any functions planned;
- Arranges and manages press coverage of all events involving the Office of the National Security Advisor; attends such events and provides communication support including media liaison and management;
- Prepares news releases, articles and features for the media;
- Manages outputs delivered by Public Relation Firms as required;
- Identifies and address the emerging communication needs of the ONSA;
- Monitors and respond to developments in the media and the public arena that may impact the image of the National Security Advisor and by extension the Office;
- Uses appropriate technologies to promotes the image and works of the ONSA;
- Performs other related functions assigned from time to time.

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

#### **Core:**

- Effective leadership, management and interpersonal skills;
- Excellent oral and written communication skills;
- Excellent presentation skills;
- Strong customer and quality focus;
- Networking, teambuilding and relationship-building skills;
- Excellent media relations skills;
- Strong research and analytical skills;
- Effective problem solving and decision making skills;
- Demonstrates initiative and creativity;
- Ability to function as a team player, and works harmoniously with a diverse group of people at various levels externally and internally;
- Knowledge of Public Relations and Communication strategies;
- Sound knowledge of government communication policies and protocols;
- Ability to effectively express ideas and organize and appropriately deliver information;
- Displays emotional resilience and the ability to withstand pressure on on-going basis;
- Ability to maintain confidentiality and integrity;
- Proficient in the use of computer applications including Microsoft Office Suite, communications technology (internet).

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

- Undergraduate Degree in Mass Communication or Public Relations or Journalism or any other related field from an accredited tertiary institution;
- At least four (4) years' experience in the areas of Communications, Journalism, Public Relations or related field;
- Practical experience and knowledge of the full range of communications, approaches, tools and methodologies essential to planning and executing effective communication strategies;
- Knowledge of and /or experience in social marketing and working in the public sector would be an asset;
- Training in the field of either Print, Electronic or Public Relations would be a direct advantage.

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

- Required to work beyond normal working hours and on weekends, whenever the need arises;
- May be required to work out of office from time to time;
- High security environment.

## **2. Cabinet Recording Secretariat (GMG/SEG 1)**

### **Job Purpose**

Reporting to the Director, Cabinet Recording Secretariat, the Cabinet Recording Secretariat Officer is required to provide logistical, administrative and records management support to the Cabinet and its Committees as assigned. In carrying out these duties the Officer will record proceedings of Cabinet and Cabinet Committee Meetings as assigned, handle highly classified information and documents, and prepare and circulate Cabinet and Cabinet Committee agendas and related documentation to Cabinet Ministries prior to scheduled meetings.

### **Key Responsibilities**

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

- Attends meetings, records deliberations and produces accurate Minutes of Cabinet and Cabinet Committee meetings as assigned;
- Summarizes Cabinet Submissions, Notes and other documents submitted for consideration by the Cabinet and its Committees and to facilitate electronic searches and retrieval;
- Produces Minutes in a timely manner for vetting by the Director;
- Prepares and circulates Agendas, Cabinet Submissions and Notes and other documents for meetings to Cabinet Ministers and other officials prior to meetings;
- Compiles and collates Minutes, Cabinet Decisions and other documents identified on the agenda that should be circulated to Cabinet Ministries and other officials prior to deliberations;
- Takes and transcribes Minutes of Cabinet and Cabinet Committee Meetings as assigned;
- Develops electronic copy of Minutes for storage in Electronic Filing System;
- Prepares, lists and maintain daily records of Submission and Notes for submission to the Director, the Cabinet Secretary, and the Chief Technical Director;
- Processes and circulates submissions to Committee Members.

#### ***Administrative/Management:***

- Makes the necessary arrangements for booking of meetings rooms, and refreshments for Cabinet and Committee Meetings;
- Co-ordinates the logistics arrangements for the dispatch of Cabinet documents to Ministries and other stipulated Departments of Government;
- Indexes Decision for the electronic database;
- Assembles the necessary documentation that should be attached to submissions for consideration at Cabinet Meetings;
- Maintains the Records Management System for classifying, filing, storage, retrieval and disposal of Cabinet documents;
- Ensures proper storage and easy retrieval of confidential documents;
- Develops electronic copy of Minutes for storage in Electronic Filing System;
- Research electronic database and hard copy collections to retrieve information as requested;
- Maintains Register of Cabinet Submissions and Notes for Cabinet Committees assigned;
- Maintains record of Destruction Certificates for Cabinet Documents;
- Controls distribution and maintains record of Cabinet Minister's security bags and boxes;
- Maintains Electronic Registry;
- Manages the flow of correspondence and makes necessary referrals to ensure the timely response to requests;
- Responds to routine queries from Cabinet Ministers, Permanent Secretaries and other Government officials and refer unusual requests for the Director;
- Provides information on the procedures involved in the conduct of Cabinet and Committee Meetings; Participates in the development of training material in Cabinet Meeting processes.

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

- High levels of integrity and confidentiality;
- Excellent grasp of the English Language;
- Excellent interpersonal and communication skills;
- Ability to exercise discretion and sound judgment;
- Ability to work under pressure and to meet deadlines;
- Ability to be adaptable and to work effectively in a team environment;
- Good coordination and organizational skills;
- Excellent note-taking and report writing skills;
- Excellent listening and recording skills;
- Knowledge regarding the procedures and protocols for the conduct of Cabinet and Committee meetings;
- Good knowledge of records management system;
- Attention to detail;
- Ability to summarize high level policy discussions;
- Ability to communicate orally and in writing in a clear and concise manner.

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

- Bachelor of Arts Degree in English, History or related discipline from an accredited tertiary institution;
- Experience in meeting practice and procedures;
- At least three (3) years' experience performing similar duties.

### **Special Conditions Associated With Job**

- Work beyond normal work hours and on weekends/public holidays as required;
- Long hours sitting in meetings and of computer station;
- Travel out of town as required.

Applications accompanied by résumés should be submitted **no later than Wednesday, 27<sup>th</sup> September, 2023 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](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**