



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 483
OSC Ref. C. 6555¹⁶

20th November, 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 **Communication and Outreach Officer (Level 5)** in the **Anti-Dumping and Subsidies Commission (ADSC)**, salary range \$4,594,306 -\$6,178,831 per annum.

Job Purpose

Under the supervision of the General Manager, the Communication and Outreach Officer co-ordinates and executes the overall customer and stakeholder communications presence of the ADSC. With the input of the Executive Director and Technical Staff, the Officer develops and implements strategic communication and marketing initiatives to improve visibility of the agency through all communication channels including print, online, radio and television.

Key Responsibilities

- Collaborates with the Technical Team to ensure timely and accurate communication with stakeholders;
- Initiates Website and social media campaigns and manages the online presence of the Entity;
- Prepares presentations for delivery of information and training to Industry, in-person and online;
- Manages the logistics and co-ordinates routine and assigned programmes, including external events such as expositions, stakeholder meetings, seminars, speeches and workshops;
- Writes documents, papers and reports, in whole or in part, with the Team or solely, as assigned;
- Manages content creation and design of communication, marketing and promotional materials;
- Co-ordinates and ensures outreach and responses to queries from Industry and other stakeholders.

Required Knowledge, Skills, and Competencies

- Excellent oral and written communication skills
- Excellent presentation skills
- Energetic
- Versatile
- A creative problem-solver
- Service-oriented and team-oriented
- Keen learner
- Self-motivated and optimistic
- Working and cutting-edge knowledge of social media platforms e.g. Facebook, Instagram and YouTube
- Knowledge of PowerPoint presentations and competence with Microsoft Office Suite applications
- Rigorous exposure to project management.
- Knowledge of graphic design would be an asset

Minimum Required Qualification and Experience


- Bachelor's Degree in Communication, Marketing, Business Administration, Management Studies or a related field from an accredited tertiary institution. A Master's Degree would be an advantage;
- Three (3) years' customer-facing experience in a customer-focused environment.

Applications accompanied by résumés should be emailed **no later than Thursday, 30th November, 2023 to: recruitment@jadsc.gov.jm** with “*Communication and Outreach Officer*” in the subject line to:

The General Manager
The Anti-Dumping Subsidies Commission
2nd Floor
Jampro Trade and Invest Building
18 Trafalgar Road
Kingston 10

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.



Desreen Smith (Mrs.)
for Chief Personnel Officer