



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

Website: www.osc.gov.jm

CIRCULAR No. 476

OSC Ref. C. 6555¹⁶

9th 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 **Communications and Media Officer (MCG/IE 4)** in the **Communications & Public Relations Branch, Ministry of Industry, Investment and Commerce**, salary range \$3,770,761 - \$5,071,254 per annum.

Job Purpose

Under the supervision of the Director, Communication and Public Relations, the Communications and Media Officer (MCG/IE 4) will assist in developing the Communication Policy and Annual Public Relations Programme by producing news releases and features; assist in the co-ordination of media services to the Ministry; assists in the co-ordination and monitoring of publications of the Ministry, assists in the co-ordination of Ministry events e.g. press briefings, conferences; and in the preparation of speeches, news releases and the development of electronic material on the work of the Ministry.

Key Responsibilities

Managerial/Administrative

- Oversees the Communications Unit in the absence of the Director of Communications and Public Relations;
- Responds to written correspondence and enquiries received by the Ministry;
- Handles protocols outlining who speaks with whom, on what topics;
- Liaises with Office Management and the information Communication Technology Unit to ensure communications equipment are procured, maintained and are accessible;
- Liaises with Office Management in the operations of the Media Centre;
- Liaises with Media houses to ensure contacts are kept up-to-date;
- Liaises with the Jamaica Information Services to ensure coverage of the activities of the Ministry;
- Accompanies Ministerial Team at special events, as required.

Technical/Professional:

- Writes speeches/messages as directed;
- Prepares news releases/media advisories;
- Assists with development of the Ministry's Communication Policy;
- Assists with development and implementation of Ministry's Annual Public Relations Programme;
- Assists with formulation and implementation of Public Education Programmes for the Ministry and its related Agencies;
- Conducts detailed research to be used as background information for speeches, messages and interviews;
- Writes News releases and articles on the work of the Ministry;
- Markets and promotes the Ministry's Websites;
- Assists with the creation of electronic material for the Ministry, e.g. Website content;
- Assists with design and implementation of the Ministry's communications programmes;
- Attends and organizes photo opportunities e.g. tours and courtesy calls as required;
- Assists with the organization of press briefings/conferences;
- Assists with the preparation of contents i.e. Brochures, PowerPoint presentation etc. and/or participates in events hosted by the Ministry e.g. workshops, expositions;
- Writes scripts for production of video of Ministry programmes and Agency-related events;
- Assists with the preparation of speeches for Ministry's Officials;
- Writes Media Advisories and assists with arrangements for media coverage of Sector/Agency-related events;
- Writes Briefs for Ministers/Directors for Radio/TV interviews to discuss the Ministry's programme successes etc.;
- Interviews Ministry officials and Industry stakeholders on a regular basis, to facilitate the production of news stories for the print and electronic media;

- Provides updates for the audio and video clips segment of the Ministry's Website;
- Responds to e-mailed request to the PR Unit for Information and industry related issues;
- Assists with writing and editing of the Ministry's Annual Report.

Required Knowledge, Skills and Competencies

Core:

- Excellent written and oral communication skills
- Ability to work on own initiative
- Excellent time management skills
- Customer and quality focus
- Methodical
- Excellent Planning and Organizing skills
- Ability to work and co-operate in teams
- Excellent interpersonal skills

Technical:

- Excellent creativity/high level of competence in writing
- Excellent level of competence in script writing and production for radio and television.
- Excellent problem-solving and decision-making skills
- Reliable
- Proficiency in the use of the Internet, windows operating systems and Microsoft applications, in particular Word and PowerPoint
- Knowledge of the local media.

Minimum Required Qualification and Experience

- Bachelor's Degree in Mass Communications or Journalism;
- Three (3) years working experience in the field of Public Relations or a Communication-related environment.

Special Conditions Associated with the Job

- Tight deadlines and work outside of normal working hours including weekends and public holidays;
- The working environment can be stressful at times.

Applications accompanied by résumés should be submitted **no later than Wednesday, 22nd November, 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**