



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. 526 **OSC Ref. C. 6528¹³**

19th December, 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 International Relations Manager (MCG/IE 6)** in the **Communication and International Relations Department, Office of the Information Commissioner**, salary range \$5,597,715 - \$7,528,305 per.

Job Purpose

To Under the direction of the Information Commissioner, the Communications and International Relations Manager is responsible for developing corporate communication initiatives and promote the participation of the Office of the Information Commissioner (OIC) in regional and international institutions, as well as ensure the dissemination of data protection, data privacy, and access to information matters nationally and abroad through efficient and effective media management and capacity building initiatives.

Key Responsibilities

Management/Administrative:

- Ensures the Annual Corporate Plan and Budget are developed for the Unit and activities are managed to remain within budget;
- Develops, manages and monitors activities of the Unit to ensure that tasks are carried out as assigned and according to Individual Work Plans;
- Designs and manages Strategic Communication Plans.

Technical/Professional:

- Provides expert input into the development of a communications strategy/policy for the OIC advising and/or obtaining professional advice on behalf of the Information Commissioner on public relations, media relations and other communications matters relating to the mission and work of the OIC;
- Develops and oversees the execution of strategic social media and digital initiatives;
- Monitors issues of concern to the OIC and briefs the Information Commissioner accordingly;
- Develops strategies for prompt and effective responses to issues and crises relating to the OIC's role and function;
- Tracks, researches and analyses information on OIC related topics/issues; gathers information from diverse sources and agencies of the OIC and helps to assess news value and other potential impact; as well as to evaluate the effectiveness of the OIC's overall communications programme;
- Researches, drafts, writes and edits speeches for the Information Commissioner and Senior Management team as required;
- Researches and writes press releases and briefing papers;
- Responds to media enquiries and information requests; prepares related correspondence when required;
- Responds to requests under the Access to Information Act;
- Publicizes priority areas and/or major events of the OIC, to include drafting of information strategies, co-coordinating efforts, monitoring and reporting on progress, taking appropriate follow-up actions and analyzing the outcome;
- Undertakes activities to promote media coverage (e.g. press conferences/briefings, interviews and other special activities);
- Monitors and analyzes public opinion and the media, identifies issues and trends, and advises the Information Commissioner on the appropriate action/responses;
- Produces/oversees/assesses production of specific types of information communication products (e.g. press kits, press releases, feature articles, speeches, booklets, brochures, backgrounders, audio-visual materials, radio spot programme etc.);
- Conducts/manages/oversees the OIC's participation in special events and exhibitions;
- Co-ordinates media related activities for the OIC.
- Handles all media requests of the OIC;
- Monitors talk shows and other electronic and print media programmes; provides reports to the Information Commissioner and Senior Management Team, when necessary;

- Designs and implements specific public education programmes to highlight/explain particular aspects of the work of the OIC;
- Responds to requests for information from the public and organizations regarding privacy rights and responsibilities through the Information Centre/Customer Service area;
- Keeps the Information Commissioner informed of national and international news events that could impact on the image of the OIC, either positively or negatively;
- Arranges tours, launches, interviews, and other related activities, as required or according to the Information Commissioner's communication programmes;
- Prepares press bites when requested for distribution to visiting journalists and other interested groups;
- Makes arrangements for journalist wanting to see the Information Commissioner;
- Provides liaisons 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 OIC;
- Prepares continuous updates/information kit for distribution to the OIC's target audiences/stakeholders;
- Maintains up-to-date professional quality photographs for publication, when necessary;
- Provides the Information Commissioner with regular media monitoring reports, e.g. articles, letters, or other relevant issues that appear in the print or electronic media;
- Handles complains from the media relating to the OIC;
- Co-ordinates and update contents for the OIC's Website.

Human Resource Management:

- Provides guidance to supervises and directs team of public education officers;
- Plans, allocates and monitors work assignments; designs overall work programme;
- Evaluates staff of the Communications/Public Relations and International Unit;
- Manages the welfare and development of staff within the Unit through the preparation of Performance Appraisals and makes recommendations/proposals for training and development programmes, if required or requested;
- Participates in the recruitment and design of the Job Descriptions for staff of the Unit;
- Ensures that staff is aware of and adheres to the policies, procedures and regulation of the OIC;
- Performs any other related functions assigned from time to time by the Information Commissioner.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Customer and quality focus;
- Teamwork and co-operation;
- Integrity;
- Compliance;
- Good interpersonal skills;
- Change management skills.

Functional:

- Strategic vision;
- Good analytical thinking skills;
- Good problem solving and decision making skills;
- Good leadership skills;
- Ability to use own initiative;
- Good planning and organizing skills
- Goal/result oriented;
- Proficient in the use of relevant computer applications e.g. word processing, PowerPoint or equivalent, graphic software, internal databases, internet, etc.;
- Knowledge of and acquaintance with information technology as a management tool;
- Strong communications, research and analytical skills and ability to rapidly analyze and integrate diverse information from varied sources;
- Thorough knowledge of and practical experience in full range of communications approaches, tools, and methodologies essential to planning and executing effective communication strategies (e.g. message targeting, audience outreach, campaign/events management, etc.);
- Highly developed communication skills, including the ability to produce a variety of written communication products in a clear, concise style;
- Up-to-date knowledge of current affairs and issues;

- Discretion and sound judgment in applying expertise to highly complex and/or sensitive issues;
- Ability to organize, plan and implement a comprehensive public education campaign in support of defined objectives, to meet competing demands and work under pressure of frequent and tight deadlines;
- Ability to manage multiple projects;
- Ability to think creatively and plan strategically;
- Strong editing skills.

Minimum Required Qualification and Experience

- Bachelor's Degree in Communication, with an emphasis in Public Relations, Mass Communication from a recognized tertiary institution;
- Five (5) years relevant experience;
- Experience in a management position in similar area;
- Training in the field of either Print, Electronic or Public Relations would be a direct advantage;
- Training in International Relations would be an asset;
- Experience in the design and delivery of training and communication programmes would be an asset.

Special Conditions Associated with the Job

- Required to work outside of normal working hours/days;
- Typical working days often irregular and subject to frequent interruptions.

Applications accompanied by résumés should be submitted **no later than Friday, 29th December, 2023 to:**

**Information Commissioner
Office of the Information Commissioner
The Masonic Building
45-47 Barbados Avenue
Kingston 5**

Email: hr@oic.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**