



Office of the Services Commissions

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CIRCULAR No. 179 **OSC Ref. C. 6210/S5²⁰**

26th April, 2024

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the following posts in the **Ministry of Foreign Affairs and Foreign Trade**:

1. **Crown Counsel (JLG/LO 3) (Not Vacant) - Legal Service Unit**, salary range \$6,333,301 - \$8,517,586 per annum.
2. **Public Relations Officer (MCG/IE 3) (Not Vacant) - Public Relations and Communication Unit**, salary range \$3,501,526 – \$4,709,163 per annum.
3. **Office Attendant (LMO/TS 1) (Not Vacant) - Administration and Office Management Department**, salary range \$18,647 – \$25,078 per week.

1. Crown Counsel (JLG/LO 3)

Job Purpose

To assist the Head, Legal Unit in providing legal support and advice to the Ministry of Foreign Affairs and Foreign Trade in the formulation of policies, directives and programmes in a manner that upholds the foreign policy objectives of Jamaica.

To assist in providing advice on all areas of law relevant to Jamaica's foreign policy.

Key Responsibilities

Professional/Technical:

- Advises and makes recommendations to Officers of the Ministry on legal matters as directed;
- Provides legal advice to Government Departments, Agencies and Statutory Bodies on issues relating to treaty law, implementation of international obligations and procedural requirements for concluding agreements;
- Assists in providing legal advice on international and regional trade issues arising under e.g. the United Nations, its specialised Agencies and organs and CARICOM;
- Advises on legal implications for any proposed policy formulation;
- Represents Jamaica at meetings in regional and international fora;
- Advises Jamaica's Embassies and Consulates on Jamaica's laws as well as international law, in particular the Vienna Convention on Consular Relations and Vienna Convention on Diplomatic Relations;
- Advises Foreign Missions and international organizations accredited to Jamaica on Jamaican law and applicable international law;
- Participates in negotiations on bilateral and multilateral agreements;
- Drafts Cabinet Submissions for introduction or amendment of legislation, as well as for Jamaica's participation in bilateral and multilateral agreements;
- Vets contracts, lease agreements and other legal documents and advises on the legal implications;
- Formulates and submits legal issues for opinion to the Attorney General's Chambers;
- Represents the Ministry on Inter-Agency Committees and provides required inputs;
- Provides advice and support to the Ministry's Inter-Agency Committees and Sub-Committees, as directed;
- Drafts/reviews bilateral agreements to be concluded by Jamaica;
- Reviews multilateral agreements and provides preliminary assessment as to whether Jamaica can participate in the agreement;
- Prepares agreements for treaty action as required and prepares relevant treaty instrument for dispatch to international organizations;
- Monitors administrative assistant in the maintenance of Treaty Register.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the Laws of Jamaica and sound knowledge of basic principles of international law and interest in this area;
- Excellent knowledge of the legal standards and procedures;
- Excellent planning and problem-solving skills;
- Excellent oral and written communication skills;
- Excellent time management skills;
- Ability to analyse and interpret legal documents;
- Good interpersonal and people management skills;
- Ability to analyse, appraise and organize facts, evidence and procedures in complex cases and to present material in clear and logical form, both oral and written. Ability to perform strategically and optimally in a demanding environment with limited resources, as well as to work effectively with internal and external stakeholders;
- Sound research and analytical skills;
- Proficiency in the use of relevant computer applications;
- Excellent interpersonal, problem solving and leadership skills;
- Proficient in Microsoft Word, Excel, PowerPoint presentation skills;
- Ability to maintain high degree of confidentiality.

Minimum Required Qualification and Experience

- Bachelor of Laws Degree;
- Certificate of Legal Education;
- Three (3) years' experience as an Attorney.

Special Condition Associated with the Job

- Required to travel overseas from time to time.

2. Public Relations Officer (MCG/IE 3)

Job Purpose

Under the supervision of the Public Relations and Communication Manager, the Public Relations Officer is responsible for providing technical support in advancing the Ministry of Foreign Affairs and Foreign Trade's strategic communication objectives. The Public Relations Officer will be required to craft and execute comprehensive communication plans, employing dynamic strategies and public education tools to bolster awareness surrounding the Ministry's work, its Minister(s) and overseas Missions. The Officer also monitors and evaluates public perception of the Ministry's strategies and initiatives, providing valuable insights to optimise communication effectiveness and drive continuous improvement.

Key Responsibilities

Management/Administration:

- Assumes leadership of the Department in the absence of the Public Relations and Communications Manager;
- Provides input for the Department's QPR;
- Prepares monthly reports to inform communication strategies for select activities undertaken by the Ministry;
- Participates in the Department's budgetary processes;
- Performs other related functions assigned.

Professional/Technical:

- Participates in the development of educational material using different methodologies and platforms to creatively present information to meet the needs of various publics;
- Facilitates information sessions (including presentations, exhibitions, workshops and seminars) to both Public Sector and Private Sector organizations as well as community and other interest groups;
- Supports effective partnerships with target groups and stakeholders by assisting with the dissemination of timely and appropriate information about the role, functions and activities of the Ministry;
- Facilitates the planning and placements of advertisements related to the public education campaign(s) and social marketing strategy of the Ministry;
- Routes enquiries and complaints coming from the public and public authorities to the appropriate persons within the Ministry, when necessary, and ensuring prompt response/resolution;

- Participates in activities to promote media coverage (e.g. press conferences/briefings, interviews and other special activities);
- Designs specific types of information communication products (e.g. press kits, press releases, feature articles, speeches, booklets, brochures, backgrounders, audio-visual materials and radio spot programmes, etc.);
- Provides timely and accurate information to queries from the media, public authorities and other stakeholder bodies as approved by the Director;
- Drafts press releases, media advisories, news and feature articles and other material for dissemination to the media;
- Establishes and maintains database of queries and requests including interviews and news articles on the Ministry and staff;
- Proofreads, edits and writes speeches, press releases, media advisories, reports and feature articles;
- Assists with the production and circulation of a quarterly newsletter;
- Disseminates information, policies, publications and educational material to all staff to enhance their development;
- Provides material for updating the Ministry's website and/or social media pages/accounts;
- Monitors media reach/coverage and suggests content for optimisation;
- Represents the Public Relations and Communications Department at local and international meetings, conferences and other fora as required.

Media Relations:

- Partners with JIS and various media houses to create programmes that promote the Ministry's objectives and highlight the roles and functions of the different Departments/Divisions;
- Reviews media responses to activities such as press conferences, media briefings and parliamentary sittings aired;
- Cultivates and sustains a strong relationship with the media, especially in enhancing the Ministry's visibility and responsiveness.

Public Education:

- Monitors media reports and local and overseas developments to determine follow-up action and interventions necessary;
- Monitors the implementation of strategies for assessing the effectiveness of the Ministry's public education campaign(s) and addresses findings, where necessary;
- Assists with the design and management of information booths for expositions held locally and overseas;
- Provides technical support/coverage for sessions, workshops and seminars, with Diaspora groups, Public and Private Sector organizations, community and other interest groups.

Required Knowledge, Skills and Competencies

Core:

- Good working knowledge of Jamaica's political, social, economic and business environment;
- Excellent time management and organizational skills;
- Excellent oral and written communication skills;
- Excellent interpersonal skills and strong emotional intelligence;
- Strong customer service orientation;
- Strong representational skills;
- Ability to exercise sound judgement in complex or difficult situations;
- Integrity - willingness to follow established guidelines and procedures, to treat sensitive issues with tact and confidentiality;
- Excellent research and analytical skills.

Technical:

- Good knowledge of Public Relations and Communication strategies, Government communication policies and protocols;
- Sound knowledge of Government communication policies and protocols;
- Excellent media relations skills;
- Sound knowledge of search engine optimisation, marketing channels, research methods and data analysis;
- Sound knowledge of diplomatic practice and protocol;
- Proficiency in the use of Adobe Creative Suite, Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, and Publisher), Canva and other editing software for static and motion graphics.

Minimum Required Qualification and Experience

- Bachelor of Arts Degree in Journalism, Integrated Marketing and Communication, Mass Communication or related field from a recognised tertiary institution;
- Two (2) years' work-related experience in Journalism, Communications or Public Relations/Public Education. Experience in the field of Electronic Media or Public Relations would be a distinct advantage;
- Practical experience and knowledge of the full range of communication approaches, tools and methodologies essential to planning and executing effective communication strategies would be an asset;
- Experience in utilising creative design applications.

Special Conditions Associated with the Job

- Incumbent should be prepared to travel islandwide and overseas, if required;
- Occasionally may be required to work on weekends and public holidays;
- May be required to work beyond regular hours;
- May experience high levels of stress.

3. Office Attendant (LMO/TS 1)

Job Purpose

The incumbent is responsible for providing ancillary support services to the staff of the Ministry.

Key Responsibilities

Professional/Technical:

- Cleans kitchen/canteen area and utensils on a daily basis;
- Serves iced water to members of staff on a daily basis;
- Receives, checks and stocks refreshments;
- Assists in the preparation and serving of refreshments for visitors to the Ministry;
- Distributes files and mail to Officers in the Ministry, as instructed;
- Empties waste containers and ash trays;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good customer service skills;
- Good interpersonal skills;
- Ability to interpret written and oral instructions and apply methods to effect same;
- Basic culinary training.

Minimum Required Qualification and Experience

- Secondary School Certificate;
- Training in Basic Culinary skills;
- Two-three (2-3) years' experience.

Applications accompanied by résumés should be submitted **no later than Thursday, 9th May, 2024 to:**

**Senior Director,
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

Email: recruitment@mfaft.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**