



Office of the Services Commissions

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CIRCULAR No. 157 **OSC Ref. C.5849/S15⁵**

15th 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 fill the **vacant** post of **Public Education Officer (MCG/IE 3)** in the **Client Services, Communication and Information Branch, Court Administration Division (CAD), Supreme Court**, salary range \$3,501,526 – \$4,709,163 per annum.

Job Purpose

Under the direct supervision of the Director (GMG/SEG 4), the Public Education Officer (MCG/IE 3) is responsible for promoting the Judiciary's policies, programme and projects through stakeholder relations and by disseminating information by various means to stakeholders.

Key Responsibilities

- Implements and monitors the CAD's Public Education Programmes and to provide feedback for outputs further improvements;
- Provides written reports on meetings with non-governmental organizations and the broader community on issues and problems for the information Director of Court and Chief Justice;
- Undertakes strategies for Public Education Programme and monitors feedback given;
- Monitors the Courts to ensure print services are delivered and all services are prompt and efficient; print services provided;
- Assists with the editing of publications and reports;
- Prepares and processes files for bill payments and follow up to ensure that clients are paid on time;
- Co-ordinates the distribution of print information, newsletters and brochures island-wide;
- Assists in the monitoring of media content and to provide research support for adequate response;
- Assists in maintaining record of print and electronic media content relevant to the Courts and Justice Sector;
- Contributes to the strategic planning and development of Communication/Public Relations proposals;
- Co-ordinates participation in community outreach events (fairs, meetings, workshops, seminars, training) through the delivery of oral presentations and dissemination of information on the CAD's programmes, policies and services;
- Assists with the preparation of speeches, reports and articles for the Chief Justice, President, Court of Appeal, Director of Court Administration and others.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal skills;
- Excellent presentation, oral and written communication skills.

Technical:

- Knowledge of research methods and electronic data management;
- Knowledge of community service organizations;
- Good knowledge of the programmes, policies and procedures of the Court;
- Knowledge of the operations of contracts within media organizations.

Minimum Required Qualification and Experience

- First Degree in Mass Communication/Public Relations/English from a recognized institution;
- Certificate or Diploma in Education;
- Three (3) years' experience in Communication/Public Relations, Teaching and Community Relations programmes in an organization of similar size and complexity.


Applications accompanied by résumés should be submitted **no later than Friday, 26th April, 2024 to:**

Senior Director
Human Resource Management and Administration
Court Administration Division
25 Dominica Drive,
Kingston 5

Email: hrma@cad.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