



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. 228 **OSC Ref. C. 6555¹⁷**

31st May, 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 following **vacant** posts in the **Corporate Communications and Public Relations Branch, Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Corporate Communications Manager (MCG/IE 5)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Manager, Public Relations (MCG/IE 5)**, salary range \$5,198,035 - \$6,990,779 per annum.
3. **Public Relations Officer (MCG/IE 4)**, salary range \$4,266,270 – 5,737,658 per annum.
4. **Website and Digital Content Officer (MCG/IE 4)**, salary range \$4,266,270 – 5,737,658 per annum.
5. **Videographer/Photographer (MCG/AVT 3)**, salary range \$4,266,270 – 5,737,658 per annum.
6. **Graphic Designer (MCG/AVP 3)**, salary range \$ 4,266,270 - \$ 5,737,658 per annum.

1. Corporate Communications Manager (MCG/IE 5)

Job Purpose

Under the direct supervision of the Director, Communications and Public Relations, the Corporate Communications Manager is responsible for the provision of communication services to support the Ministry of Industry, Investment and Commerce (MIIC) organizational policies and programmes. The position is responsible for developing, implementing and managing an effective Communication Policy and Programme, as well as monitoring the communication programmes of entities which fall directly under the portfolio of the Ministry in support of the Ministry's strategic goals and objectives.

Key Responsibilities

Technical/Professional:

- Assists in the development and delivery of the Ministry of Industry, Investment and Commerce's media and communications strategies;
- Analyses requirements and proposals on ways to integrate advocacy and communication strategies into all aspects of the MIIC's policies, programmes and projects;
- Assists in the definition, implementation and evaluation of an integrated Communication Plan for the Ministry, that builds awareness of the organisation's mandate and vision;
- Prepares and conducts communications needs assessments for the MIIC's Divisions, projects and programmes;
- Designs and publishes a Ministry e-newsletter containing relevant news and pictures from across the MIIC;
- Devises, implements and maintains an effective and efficient print publication strategy, including the establishment of Editorial Committee;
- Collaborates in the designing and printing/publishing of appropriate MIIC promotional items such as brochures, graphics, videos, slide shows, booths, and more, to aid with events, etc.;
- Assists in the planning of MIIC's and community events as directed by the Permanent Secretary, Director, Communications and Public Relations, Director Corporate Services or other Executive Managers;
- Collaborates with appropriate Corporate Executive Managers to ensure continuous improvement and to ensure that adjustments to strategy are made as needed and in a timely fashion;

- Keeps informed of developments in the corporate communications, industry, investment, and commerce landscape to help the Ministry operate with initiative and innovation;
- Prepares speeches/messages, as directed;
- Prepares news releases/media advisories;
- Leads in the development of the Ministry's Communication Policy;
- Assists with the organization of press briefings/conferences;
- Writes Briefs for Ministers/Directors for Radio/TV interviews to discuss the Ministry's programme successes etc.;
- Assists with writing and editing of the Ministry's Annual Report;
- Prepares reports and project documents, as required.

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and project documents, as required;
- Prepares and delivers Communications related presentations, as needed.

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends promotion and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding Programme.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills;
- Excellent oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Good knowledge of the media & communication landscape;
- Good knowledge of communication strategies and techniques;
- Ability to foster and maintain a good working relationship with the media;
- Good understanding of the machinery of Government, political processes and the requirements of Ministers and other officials;
- Advanced IT skills in relation to Word, PowerPoint, and Publisher.

Minimum Required Qualification and Experience

- Bachelor's Degree in Media/Communication Studies, Mass Communication, Public Relations or a related discipline;

- Four (4) years' experience in a Media and communications environment, with at least two (2) years in management capacity.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

2. Manager, Public Relations (MCG/IE 5)

Job Purpose

Reporting to the Director, Communication and Public Relations, and working closely with other key persons in the Division, the incumbent is responsible for the Public Relations, Special Projects and Community Outreach programmes; assisting the Director, Communications and Public Relations in the planning and management of the public relations functions of the Ministry of Industry, Investment and Commerce (MIIC); ensuring maximum positive publicity for the Minister and other personnel and activities of the MIIC; developing and implementing a Public Relations Plan, strategies and activities with a focus on cultivating positive acceptance of, and support for, the policies and programmes of the MIIC by the public and various Sectors and stakeholder individuals and groups; developing and maintaining an efficient system to co-ordinate the receipt of requests for messages, photographs and other public relations materials from the Minister and ensuring the timely, accurate and appropriate responses to such requests; establishing a continuous liaison with various sectors, persons and organizations to ensure the timely and appropriate engagement of the Minister, and senior officials of the MIIC with such Sectors, individuals and organizations; developing and maintaining relations between the MIIC and the wider society; fostering involvement and inclusiveness in order to achieve the goals of the MIIC; providing advice to internal and external stakeholders; and advancing the interests, reputation and image of the MIIC by effectively representing its policies, programmes, services and activities to the general public and specific groups of internal and external stakeholders.

Key Responsibilities

Management/Administrative:

- Participates in developing and monitoring the implementation of the Division's and Unit's Strategic and Operational Plans and Budgets;
- Makes input to the development of the Unit's Operational Risk Register (to include mechanisms for the monitoring of risks and mitigation strategies);
- Reviews and implements operational systems and procedures to guide the activities of the Unit/Division;
- Develops and implements a succession planning programme, in collaboration with Human Resources Management and Development Division, to ensure continuity of skills and competencies in the division and personal development and career advancement of employees;
- Establishes and maintains systems/programmes to foster a culture of "service and teamwork" within the Division;
- Prepares and submits activity/performance and other reports, as requested;
- Provides public relations and communication/advice to the Director, Communication and Public Relations, and the Permanent Secretary on matters relating to portfolio responsibility;
- Provides timely information to the Director for decision-making;
- Identifies gaps in programmes and recommends changes to the Director of Communication and Public Relations.

Supervisory:

- Manages the welfare and development of staff, through the preparation of performance appraisals and recommendation of required training and development programmes;
- Ensures that training and other needs of employees are adequately identified and addressed;
- Provides leadership to staff, through effective objective setting, delegation and communication;
- Provides guidance to staff, through coaching, mentoring and training, providing assistance and support as needed;

- Ensures that staff is aware of, and adhere to the policies, procedures and regulations which affect the Division;
- Participates in the recruitment of staff for the Division;
- Approves Vacation Leave for staff in the Unit in keeping with established Human Resource policies;
- Recommends/administers disciplinary actions in keeping with established human resource policies.

Technical/Professional:

- Designs and manages the strategic Public Relations Plan for the MIIC;
- Monitors on a daily basis, the diary of the Minister and the Permanent Secretary to plan and implement appropriate public relations support;
- Liaises with the Protocol Division of the Ministry of Foreign Affairs and Foreign Trade to ensure that prior appropriate courtesies are in place for visitors as required;
- Formulates and implements public relations programmes utilising all media platforms to promote the MIIC's image it's roles and objectives;
- Formulates and implements public education programmes utilising the mass media, social media and public forums to foster greater understanding and public awareness of the MIIC's objectives and policies;
- Monitors public perception of the MIIC's programme and policies and provides feedback to the Director/Permanent Secretary;
- Provides internal and external feedback on the impact of MIIC's policies and programmes;
- Prepares and disseminates information to the media, public and private organizations and the general public;
- Develops, implements and monitors an efficient system for the receipt and tracking of, and timely responses to, requests for messages, photographs and other public relations materials from the Minister;
- Writes, assigns to be written, edits and submits for dispatch, messages from the Minister to various individuals and groups;
- Assists in organising press briefings, receptions, conferences and other special events on behalf of the MIIC;
- Assists in the preparation of speeches for the Honourable Minister, Permanent Secretary, and other senior members of staff;
- Assists in ensuring appropriate media coverage for MIIC functions;
- Liaises with Public Relations/Information Officers within the Agencies/Departments for which MIIC has oversight, to co-ordinate and implement public relations , community outreach and education programmes;
- Assists in the placement of advertisements;
- Attends meetings and prepares reports;
- Represents the Director of Communication and Public Relations, MIIC in meetings;
- Collaborates with the HM's support staff, JIS, Cabinet Office and the senior leadership of the MIIC, to develop public relations strategies that will broaden programmatic reach and deepen the impact of the Government;
- Develops and implements policies and strategies to promote the MIIC's visibility in local, national and international markets, and project a positive image to both external and internal constituents using mass media and other channels of communication;
- Develops and implements a framework to guide the construct of the core component of messages to facilitate consistency across MIIC output; oversees the preparation of overviews on the MIIC, briefing papers, Press Releases, talking points, responses to Parliamentary Questions, annual reports, and any other related major documents;
- Participates in the development of internal publications such as newsletters, brochures, email announcements, planned publications, on-line, intranet, video, special projects and assignments;
- Acts as a trusted advisor and lead public relations partner for the MIIC; provides counsel to Minister, and Senior Executives on public relations strategies or issues;
- Participates in organising Briefings, Press Conferences, seminars and consultations in collaboration with key stakeholders;
- Provides inputs for the updating of the MIIC's website;
- Acts as a spokesperson, when appropriate, or participates in identifying the most appropriate spokespersons to address issues that may arise and guides the preparation of responses to media requests, as may be required;
- Leads and co-ordinates special investigations and research into urgent matters of high priority that require the attention of the Prime Minister, Ministers, Cabinet Secretary or Permanent Secretary or supported by senior staff from the Division;
- Develops strategies, systems, procedures and standards to manage complaints received from external customers thereby ensuring resolution of problems;
- Analyzes trends which relate to communication with customers and which will necessitate the need for the development of new programmes to address issues;

- Provides mechanisms for collaboration, consultation and information sharing among ministries, departments and agencies related to effectively serving the people of Jamaica;
- Collaborates with experts in the Public Relations and Communication Sector, members of the private sector, and other resource persons to analyse and review specific initiatives and advise the Director and Permanent Secretary of possible implications, views and reactions;
- Facilitates the exchange of good public relations practices within the Agencies/Departments for which the MIIC has oversight;
- Leads the development of mechanisms for monitoring MIIC customer feedback and measuring customer satisfaction with the quality of programmatic and information services provided by the MIIC;
- Manages an appropriate programme for development of brochures, pamphlets and documents containing important information for dissemination to customers;
- Represents the Director, Communication and Public Relations at meetings, seminars, and special Committees as directed;
- Develops, leads and maintains crisis communication and public affairs strategies and plans, in the event of a high-concern situation, coordinates all components;
- Performs other related duties assigned from time to time by the Director of Communication and Public Relations.

Required Knowledge, Skills and Competencies

- Ability to design programmes, write and effectively communicate with the print and electronic media as well as the public;
- Working knowledge of programme development, management techniques, performance management and measurement; media and cultural peculiarities;
- Ability to facilitate or lead meetings, teams, or work groups;
- Ability to write and persuasively present well-prepared papers;
- Good leadership and teambuilding skills;
- Excellent planning, organizing, analytical and presentation skills;
- Excellent judgment, decision making and problem-solving skills;
- Well-developed human resource management skills;
- Knowledge of Government policies and procedures;
- Ability to communicate effectively with all types of customers, listen attentively, explain complex issues and give decisions on judgments clearly, concisely and promptly;
- Goal-driven and results-oriented individual with a strong commitment to the public interest;
- Well-organized, a self-starter, flexible, creative, able to work under pressure, and be able to work quickly and cooperatively on several efforts at one time;
- Excellent presentation, writing and verbal skills;
- A strong track record of positioning an organization to achieve tangible outcomes in a competitive communication environment;
- Excellent strategic thinking, planning skills;
- Ability to operate as a spokesperson for the Ministry;
- Excellent prioritization, customer service skills, negotiating/influencing skills, with the ability to operate effectively at varying levels of the public;
- Good knowledge of global influences and trends in the communications domain;
- Ability to build and use formal and informal networks to achieve results;
- Excellent prioritization, customer service skills, negotiating/influencing skills, with the ability to operate effectively at varying levels of the public.

Minimum Required Qualification and Experience

- Master's Degree in Mass Communications or Public Relations or Journalism or any other related field from a recognized institution;
- Three to five (3-5) years' experience at a senior level in the field of professional communications;
- Three (3) years' experience as a journalist including experience as a News Reporter, Producer, Editor, Manager and/or Opinion Writer;
- Experience in developing quality comprehensive Communication Plans and Strategies;
- Specialized training in Customer Service techniques;
- Training in State Protocol would be an asset.

OR

- Bachelor's Degree in Mass Communications or Public Relations or Journalism or any other related field from a recognized institution;

- Five to seven (5-7) years' experience at a senior level in the field of professional communications;
- Five (5) years' experience as a journalist including experience as a News Reporter, Producer, Editor, Manager and or Opinion Writer;
- Experience in developing quality comprehensive Communication Plans and Strategies.
- Specialized training in Customer Service techniques;
- Training in State Protocol would be an asset.

Special Conditions Associated with the Job

- Possession of a reliable motor vehicle;
- Willingness to travel island-wide and overseas;
- Willingness to work extra hours, on week-ends and public holidays as is necessary;
- Willingness to work under pressure and with minimum supervision.

3. Public Relations Officer (MCG/IE 4)

Job Purpose

Under the general direction of the Manager, Public Relations, the Public Relations Officer is responsible for providing assistance and support to the development, implementation and evaluation of the Ministry of Industry Investment and Commerce (MIIC) public relations plans, programmes and strategies.

Key Responsibilities

Technical/Professional:

- Assists the Manager, Public Relations, Special Projects and Community Outreach in planning, co-ordinating and executing Public Relations activities and events to promote a positive image of the Ministry;
- Researches and drafts speeches for senior executives in the Ministry of Industry Investment and Commerce;
- Assists with writing and distributing news releases announcing important Ministry information and events;
- Responds to enquiries from the public, media and other organizations;
- Proofreads, prints and broadcasts copy of communication for grammatical and typographical errors;
- Coordinates mass-mailings of internal and external communication materials;
- Organizes and represents the Ministry at events including Press Conferences and launches, exhibitions, open days, functions and press tours etc.;
- Maintains professional and effective working relationships with the media, civic communities and other interest groups;
- Liaises with the Jamaica Information Service to secure special services such as airtime, photography, multimedia projection, etc.;
- Arranges interviews with journalists and professional photo shoots for media publications and records special events;
- Assists in planning and executing external opinion surveys, including design and administration, as well as the collation and evaluation of feedback;
- Assists with the updating and maintenance of the Ministry's online calendar of events;
- Monitors the print, electronic and news media, and develops strategies for dealing with topical issues relevant to area of responsibility;
- Maintains the MIIC electronic photographic archives;
- Observes and reports on social, economic and political trends that might impact the organization's public relations strategy;
- Keeps abreast of the new methods and developments in Public Relations, especially in the context of the Public Service.

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and project documents, as required;
- Prepares and delivers Media and Communications related presentations, as needed.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Excellent interpersonal and team management skills;
- Excellent oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Good research, analytical and storytelling skills;
- Knowledge of grammar usage and editorial style guidelines;
- Ability to synthesize and analyze information quickly;
- Ability to work in a fast-paced environment, while balancing competing priorities and managing multiple assignments;
- Advanced IT skills in relation to Word, PowerPoint and Publisher.

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Relations, Media/Communication Studies, Mass Communication, or a related discipline;
- Two (2) years' experience in a Public Relations/Media and communications environment.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software;
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

4. Website and Digital Content Officer (MCG/IE 4)**Job Purpose**

Reporting to the Director, Communications and Public Relations, and working closely with other key persons in the Unit, the incumbent is responsible for creating and maintaining the presence and public interaction of the Ministry of Industry, Investment and Commerce (MIIC) on social media and other online platforms; and managing the technical maintenance, design and content of the MIIC's Website as dynamic, integral and active communication platforms to enhance the overall communication and public reach of the MIIC.

Key Responsibilities**Management/Administrative:**

- Develops and monitors the implementation of the Unit's Operational Plan;
- Provides input to the Unit's Strategic Plan and Annual Budget;
- Develops/reviews and implements operational systems and procedures to guide the activities of the Unit;
- Establishes and maintains systems/programmes to foster a culture of "service and team work" within the Unit;
- Prepares and submits activity/performance and other reports as requested and/or required;

- Provides guidance/advice to the Permanent Secretary and Director, Communications and Public Relations on matters relating to the assigned area(s) of responsibility;
- Provide adequate supervision/guidance to Social Media Unit staff;
- Attend meetings within the Unit, within MIIC and externally in relation to Online, Social Media Communication and Website;
- Maintains regular contact the Jamaica Information Service on the management and maintenance of the website.

Technical/Professional:

- Maintains the structure of website (extranet, intranet and internet versions) for optimal performance;
- Undertakes the analysis of requirements, design, development and maintenance of agreed Websites appropriate for the best communication of the MIIC/ the Unit, using XHTML, JAVA Script and other similar programming languages;
- Ensures the timeliness, usefulness, accuracy, and completeness of all information provided for the website(s);
- Liaises with other team members, as necessary, for the gathering of information to be posted to the website(s) and other online/social media;
- Provides excellent customer service to all levels of users and encourages timeliness and accuracy of web page information and the resolution of problems;
- Represents the Social Media/Online Unit internally and externally, as is required and attends meetings;
- Ensures a user-friendly online communication environment by providing the relevant menus, features, and creation of icons as is appropriate;
- Secures the MIIC's Website and social media accounts from hackers and viruses;
- Determines appropriate compression techniques, resolutions, sizes, colors maps and depths to ensure that images are delivered to the viewer at sufficiently high speed and quality;
- Checks for website malfunctions, diagnoses, and fixes them;
- Ensures that all Webmaster mail receives timely responses or are dispatched to relevant personnel in a timely manner;
- Adapts to a changing scene with sometimes conflicting priorities; assesses new standards, technologies and trends, and formulates strategies and plans for enhancing the website;
- Establishes virtual directories and virtual servers, as required;
- Establishes and maintains maximum/optimal communication exposure and engagement of the Minister and the MIIC with the public on all online and social media platforms including, but not limited to: Facebook, Twitter, Youtube, Instagram, Pinterest, Internet forums, blogs, Email marketing, etc.;
- Develops reliable method(s) for online/social media monitoring/information mining to track mentions of the Minister, MIIC and Government of Jamaica, and advises Director of Communication and other relevant persons/organizations.

Supervisory:

- Manages the welfare and development of Unit staff, through the preparation of performance appraisals and recommendation of required training and development programmes;
- Monitors performance against agreed targets, priorities and competencies, and takes necessary action;
- Provides guidance and support to staff through coaching, mentoring and training;
- Ensures that staff members are aware of, and adhere to, the policies, procedures, and regulations which affect the Unit;
- Participates in the recruitment of staff for the Unit;
- Approves vacation leave for Unit staff in keeping with established human resource policies;
- Recommends/administers disciplinary actions in keeping with established human resource policies.

Other:

- Performs any other related duties that may be assigned by the Director, Communications and Public Relations from time to time;
- Guides the delivery of the Unit's customer service processes.

Required Knowledge, Skills and Competencies

- Ability to design and maintain creative, dynamic websites;

- Ability to design programmes, write and effectively communicate with the online, print and electronic media as well as the public;
- Excellent knowledge of social media platforms and social media communication/marketing tools;
- Proven skills, knowledge for managing social media communication;
- Excellent written, verbal and design communication skills;
- Understanding of information technology tools and techniques;
- Creative ability in preparing designs;
- Good interpersonal relationship;
- Keeps abreast of current technological trends;
- Proficiency in utilizing existing and/or new technologies;
- A thorough understanding of ICT policies;
- Adept in the use of the computer and relevant applications;
- Sound personal and professional integrity;
- Strong customer orientation skills;
- Well-developed human resource management skills;
- Knowledge of Government policies and procedures.
- Goal-driven and results-oriented individual with a strong commitment to the public interest;
- Well-organized, flexible, creative, able to work under pressure, and can multi-task effectively;
- Good planning, judgment and decision-making skills;
- Wide knowledge of global influences and trends in the communications domain;
- Good understanding of Risk Management;
- Good leadership, and management skills;
- Ability to provide quality information and work output with minimal instruction and supervision;
- Ability to build and use formal and informal networks to achieve results;
- Ability to think and act strategically across a wide range of functions;
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values;
- Excellent time management skills;
- Demonstrated skills in staff supervision, coaching, team building and motivation of staff.

Minimum Required Qualification and Experience

- First Degree or Diploma in Computer Studies, Information Technology, Media and Communication or other liberal arts or social sciences discipline from an accredited tertiary institution;
- Training in Customer Service and exposure to the fundamentals, principles and techniques in Communication or Public Relations;
- Three to five (3-5) years' experience at the middle level in website management, social media marketing, including working in government and in an organisation of similar size and complexity.

Special Conditions Associated with the Job

- Required to work beyond normal working hours and on weekends routinely;
- Must be able to work under pressure and with minimum supervision;
- Required to possess maturity, professionalism and relevant equipment to produce deliverables of the job, including attendance at all required meetings, supervising staff while being based off-site and operating remotely from time to time.

5. Videographer/Photographer (MCG/AVT 3)

Job Purpose

Under the direction of the Website and Social Media Manager, the Videographer/Photographer is responsible for producing high quality video recordings in accordance with assignment/schedules. The Videographer/Photographer provides photography and video coverage of events for the Ministry, Agencies and Departments islandwide, and assists with video editing and packaging to support the Ministry's Public Relations and Corporate Communications Programme.

Key Responsibilities

Administrative:

- Participates in the development, implementation and monitoring of the Divisions' Operational/Work Plans and Budget;
- Participates in the development and implementation of annual comprehensive Communications/Public Relations Plans and Programmes for the Ministry.

Technical/Professional:

- Attends and covers assignments on location;
- Liaises with Producer/Administrative and Special Assistants to set up shoots;
- Ensures proper lighting for all shoots and optimum recording quality;
- Conceptualizes, produces and edits content according to broadcasting standards;
- Develops and manages archive of video content;
- Manages and maintains all equipment in accordance with manufacturer's instructions;
- Ensures the security and safety of equipment on assignment at all times;
- Maintains ongoing liaison with media houses;
- Takes photographs and captures images to be used for a variety of purposes;
- Sets up and operates photographic and video equipment;
- Performs any other related duties that may be may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good problem-solving and decision-making skills;
- Good analytical thinking skills;
- Flexibility and adaptability;
- Ability to use own initiative;
- Integrity;
- Adaptability;
- Good interpersonal skills;
- Teamwork and co-operation;
- Managing external relationships.

Functional/Technical:

- Good knowledge of the general functions, programmes, objectives and policies of the Ministry;
- Excellent knowledge of videography, sound recording and photography and the operation of multi-media systems;
- Sound knowledge in non-linear techniques and software;
- Sound knowledge in all areas of video production;
- Excellent customer and quality focus;
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Qualification and Experience

- Certification in Video Production or equivalent programme from the Creative Production and Training Centre (CPTC), Caribbean Institute of Media and Communication (CARIMAC) or any other recognised institution;
- Two (2) years' experience in broadcast video production, sound, lighting and editing systems.

Special Conditions Associated with the Job

- There can be high pressure when deadlines are to be met;
- Extensive travelling within and external to Jamaica is expected;
- Extended working hours are expected as well as working on weekends and public holidays.

6. Graphic Designer (MCG/AVP 3)

Job Purpose

Under the direction of the Website and Social Media Manager, the Graphic Designer is responsible for creating digital and broadcast media for television, print, website and social media platforms; producing exceptional designs using various design software; contributing to the Ministry's multimedia projects, in support of the Ministry's Public Relations and Corporate Communications Programme.

Key Responsibilities

Technical/Professional:

- Conceptualises and develops visually appealing and effective graphic designs for various print and digital media, including brochures, reports, social media, websites, logos and presentations;
- Collaborates with the team to assist in editing video content, ensuring high-quality production standards;
- Develops illustrations, logos and other designs using software or by hand;
- Keeps abreast of design trends and technologies;
- Design Software Proficiency: Expertise in design software such as: Adobe Creative Suite (Photoshop, Illustrator, InDesign), CorelDRAW, Sketch, Canva and Video editing software (e.g., Adobe Premiere Pro);
- Liaises with Producer/Administrative and Special Assistants;
- Conceptualizes, produces and edits content according to broadcasting standards;
- Develops and manages archive of content;
- Submits reports as required on the output of the Unit.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good problem-solving and decision-making skills;
- Good analytical thinking skills;
- Flexibility and adaptability;
- Ability to take initiative;
- Integrity;
- Ability to work collaboratively in a team.

Functional/Technical:

- Good knowledge of the general functions, programmes, objectives and policies of the Ministry;
- Excellent IT skills, especially with design and photo-editing software systems;
- Exceptional creativity and innovation;
- Sound knowledge in all areas of graphic design;
- A professional approach to time, costs and deadlines;
- Accuracy and attention to detail;
- Excellent Customer and Quality Focus;
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Qualification and Experience

- First Degree in Fine Arts with emphasis in graphic design; or Graphic Design or Multimedia Design or equivalent qualification;
- Proven experience as a Graphic Designer, with a strong portfolio showcasing your work, at least two (2) years;
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign), CorelDRAW, Sketch, Canva, and video editing software (e.g., Adobe Premiere Pro).

Special Conditions Associated with the Job

- There can be high pressure when deadlines are to be met;
- Extended working hours are expected as well as working on weekends and public holidays.

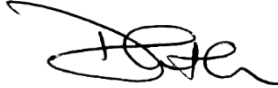
Applications accompanied by résumés should be submitted **no later than Thursday, 13th June, 2024 to:**

**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.



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