



Office of the Services Commissions

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CIRCULAR No.331 **OSC Ref. C.6272¹⁸**

30th August, 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 **Communication Specialist (MCG/IE 6)** in the **Office of the National Security Advisor, Office of the Cabinet**, salary range \$6,333,301 - \$8,517,586 per annum.

Job Purpose

Reporting to the Principal Director, Policy Development and Governance, Office of the National Security Advisor (ONSA), the Communication Specialist is responsible for determining and developing communication strategies and programmes for the Office to facilitate its communication needs; providing day-to-day coordination management of such programmes that will establish the ONSA, as the Office mandated to drive the transformation of the National Security Council.

Key Responsibilities

Management/Administrative

- Provides support/guidance to the National Security Advisor and other Senior Officers in the ONSA on issues relating to communication;
- Prepares and submits performance and other reports as required;
- Prepares Minutes for meetings of the National Security Council and distributes to stakeholders.

Technical/Professional:

- Develops appropriate communication and information sharing strategies, to ensure that pertinent information is shared with the media, as well as the internal and external stakeholders;
- Develops and implements a comprehensive National Strategic Communication Programme that will enhance public information, awareness, engagement and support as it relates to the National Security Policy and promotion of national and human security;
- Co-ordinates public relations and communication activities for the ONSA;
- Assists with the production of ONSA's Annual Report;
- Assists in the documentation and dissemination of methodologies relating to participatory/consultative processes being employed by ONSA, including best practices and lessons learnt;
- Liaises with ONSA managers and staff on Public Relations matters and provides guidance/support as needed;
- Maintains an overview of internal and external information needs, develops/refines the Communication Strategy of ONSA to enhance communication;
- Prepares/Edits speeches, briefs, feature articles, audio/visual materials, e-newsletters, booklets, brochures, flyers and special reports;
- Publishes priority areas and/or major events of the ONSA as directed;
- Liaises with stakeholders on communication issues;
- Supports ONSA's network communication through developing and making use of new communication strategies and technology;
- Develops/recommends/implements programmes within assigned portfolio which will promote a positive image of the ONSA;
- Collaborates with JIS and other media houses as necessary (establishes and maintains an effective working relationship with the media);
- Undertakes coverage and communication support for external events planned by ONSA, as required, ensuring that appropriate protocols are in place for communication, or any functions planned;
- Arranges and manages press coverage of all events involving the Office of the National Security Advisor; attends such events and provides communication support including media liaison and management;
- Prepares news releases, articles and features for the media;
- Manages outputs delivered by Public Relations Firms as required;
- Identifies and addresses the emerging communication needs of the ONSA;

- Monitors and responds to developments in the media and the public arena that may impact the image of the National Security Advisor and, by extension, the Office;
- Uses appropriate technologies to promote the image and works of the ONSA;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Effective leadership, management and interpersonal skills;
- Excellent oral and written communication skills;
- Excellent presentation skills;
- Strong customer and quality focus;
- Networking, teambuilding and relationship-building skills;
- Excellent media relations skills;
- Strong research and analytical skills;
- Effective problem solving and decision-making skills;
- Demonstrates initiative and creativity;
- Ability to function as a team player, and works harmoniously with a diverse group of people at various levels externally and internally;
- Knowledge of Public Relations and Communication strategies;
- Sound knowledge of government communication policies and protocols;
- Ability to effectively express ideas and organize and appropriately deliver information;
- Displays emotional resilience and the ability to withstand pressure on on-going basis;
- Ability to maintain confidentiality and integrity;
- Proficient in the use of computer applications including Microsoft Office Suite, communications technology (internet).

Minimum Required Qualification and Experience

- Undergraduate Degree in Mass Communication or Public Relations or Journalism or any other related field from an accredited tertiary institution;
- Four (4) years' experience in the areas of Communications, Journalism, Public Relations or related field;
- Practical experience and knowledge of the full range of communication, approaches, tools and methodologies essential to planning and executing effective communication strategies;
- Knowledge of and /or experience in social marketing and working in the public sector would be an asset;
- Training in the field of either Print, Electronic or Public Relations would be a direct advantage.

Special Conditions Associated with Job

- Required to work beyond normal working hours and on weekends, whenever the need arises;
- May be required to work out of office from time to time;
- High security environment.

Applications accompanied by résumés should be submitted **no later than Thursday, 12th September, 2024 to:**

Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10

E-mail: jobs@opm.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