



## Office of the Services Commissions

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### **CIRCULAR No. 40** **OSC Ref. C.6634/S4<sup>3</sup>**

**30<sup>th</sup> January, 2025**

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 **Chief Executive Officer (Grade 1)** in the **Executive Office, Jamaica Information Service (JIS)**, salary range \$11,455,206 - \$15,405,979 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general direction of the Portfolio Minister and/or her Designate(s), Permanent Secretary and Advisory Board, the Chief Executive Officer (CEO) is responsible for providing technical advice and developing the strategic direction of the Agency to, among other things, promote Government policies and programmes and address current and emerging issues impacting the Jamaica Information Service (JIS).

The incumbent also actively leads and influences the implementation of the Corporate and Operational Plans in order to achieve the Strategic Objectives of the Agency. This is achieved through strategic leadership, management, technical oversight and involves co-ordinating the work of the Agency to ensure effective facilitation of consensus decision-making, strategic thinking and team building, as well as developing policies to ensure the sustainable management and development of the Agency.

There is also a requirement for the CEO to represent the Agency at meetings, seminars, conferences, negotiations and at other fora, both locally and internationally, as required.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Leads in the formulation of the Agency's Corporate strategy, goals, policies and short and long term objectives;
- Ensures that the Agency's Strategic Objectives are realized by:
  - ✓ Providing strategic direction and vision to the planning process
  - ✓ Ensuring an inclusive Strategic planning process and guiding effective implementation of the Strategic, Corporate and Operational Plans
  - ✓ Ensuring alignment between and among the Agency's Mission, Vision, Goals and Objectives
  - ✓ Approving Strategic, Corporate and Operational Plans with accompanying Budgets
  - ✓ Approving the implementation of financial and auditing processes and
  - ✓ Monitoring the Agency's performance against the plans to ensure the organizational mandate is achieved in accordance with stated goals and objectives and that corrective action is taken in case of deviations;
- Provides oversight in the development and implementation of Corporate, Operational/Work Plans and Budgets to ensure that work is carried out as planned and within Budget and, where necessary, makes adjustments to ensure that agreed targets are met;
- Co-ordinates with Senior Staff, Work Programmes for promoting the GOJ policies and programmes;
- Develops, implements and maintains policies and procedures to guide the operation of the Agency;
- Reviews and analyzes internal policies and procedures of the Agency as part of the process of continuous improvement;
- Ensures that all required processes, systems and procedures are in place to enhance the achievement of the Agency's objectives;
- Oversees the work programmes of the Agency by ensuring operational efficiency and cost effectiveness in expenditure, and takes corrective action to minimize variances where necessary;

- Ensures that the physical resources, material resources and technical support facilities required for the implementation of the planned programmes, are available in adequate supply and used efficiently;
- Ensures adherence to established laws and policies governing the operations of the Agency;
- Represents JIS at Inter-Ministerial Meetings and other relevant fora (National, Regional and International Conferences, seminars and workshops).

***Technical/Professional:***

- Provides consistent and regular technical advice to the Minister, Advisory Board and Permanent Secretary, on strategic and operational matters impacting the Agency;
- Keeps abreast of the progress, development and problems associated with national issues, in order to ensure that the Agency is a leading source for Government information;
- Provides leadership for the development, implementation, reviewing and updating of quality management policies and procedures within the Agency;
- Monitors the establishment and implementation of quality standards to ensure that customer requirements are met;
- Evaluates and makes recommendations on the feasibility of projects to support the Agency's Business Development Plans;
- Monitors the performance of the Agency to ensure achievement of performance targets;
- Works closely with Director, Corporate Services, in the preparation of Annual Budgets, Monthly Status Reports, Financial Statements, Financial Management Reports and Budgetary Control Reports;
- Convenes regular Executive Leadership and Managers' Meetings to get feedback so as to ensure the efficient execution of the Agency's core and non-core functions;
- Works closely with the Director, HR regarding hiring practices and benefits disbursements;
- Ensures that Financial Statements are accurately completed and submitted to the Auditor-General in a timely manner;
- Prepares and submits Quarterly Contract Award (QCA) Reports in keeping with the agreed schedule and to respond to request to supply procurement information on projects to ensure compliance with the guidelines established by the Integrity Commission;
- Co-ordinates the production of Annual and Quarterly Reports and ensures that the Agency is up to date in keeping with the obligations;
- Monitors the production of the Year in Review supplement highlighting the Administration's strategic priorities;
- Provides oversight of the Strategic Communication Output of all production Departments of the Agency, ensuring that it is in keeping with the priorities of the Government;
- Oversees the daily production of programmes in keeping with the time allotted for Government broadcasts on radio and television;
- Ensures stability of the Agency through the implementation of Human Resources and communication of and best practices, and builds capacity by implementing training and development programmes which also assist in transforming the Organization culture and enhancing performance;
- Co-ordinates the activities associated with the preparation of Videographer/Crews assigned to cover the Prime Minister's official visits, including accreditation, travel arrangement and equipment clearance, produces news stories for JIS TV and manages the information dissemination process;
- Establishes an Intellectual Property Policy for the JIS;
- Directs the improvement in the Agency's social media engagement through the development of a social media strategy that involves the dissemination of Government information, so as to pique the interest of Jamaicans locally and overseas, in national, historical and cultural matters;
- Chairs the Public Information and Education Committee of the National Disaster Risk Management Committee (NDRMC), to involve reworking the Terms of Reference and designing the Work Plan, in collaboration with the Secretariat at the Office of Disaster Preparedness and Emergency Management (ODPEM).

***Human Resource Management:***

- Provides leadership and guidance to staff through effective objective setting, effective planning, delegation, communication, training, mentoring and coaching;
- Identifies the training and developmental needs of staff and ensures that they are adequately addressed;
- Participates in the recruitment of high-level staff for the Agency and approves promotions, termination and leave in accordance with established Human Resource policies and procedures;
- Ensures that staff are aware of and adhere to the policies, procedures and guidelines governing the operations of the Agency and the Public Service;

- Approves/Administers disciplinary action in keeping with established Human Resource policies and guidelines;
- 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 attain established personal and/or organizational goals;
- Collaborates with the Human Resources Unit to develop and implement a Succession Planning Programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the Agency;
- Ensures that staff continues to receive appropriate training and development nationally, regionally and internationally and that there is a comprehensive training and development plan in place for all staff of the Agency;
- Ensures that the welfare needs of staff at the Agency are clearly defined and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the objectives of the Agency;
- Performs any other related duties which may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Strong leadership and management skills
- Excellent negotiating skills
- Excellent team building and staff development skills
- Ability to analyze and interpret information for decision-making
- Excellent interpersonal and people management skills
- Excellent oral and written communication skills
- Strong customer relations skills
- Excellent problem-solving and conflict management skills
- Keen attention to detail
- Proficiency in the use of relevant computer applications

#### ***Technical:***

- Excellent knowledge of the official procedures and rules governing affairs of the state and diplomatic occasions
- Excellent knowledge of the policies and procedures of the Agency and of overall Government policies, rules and regulations
- Demonstrated ability to manage effective partnerships with internal and external stakeholders
- Ability to monitor the use of resources to meet organizational objectives and compliance
- Good knowledge of business development within a public information Agency
- Working knowledge of the Public Bodies Management and Accountability Act (PBMA) and the Financial Administration and Audit (FAA) Act

### **Minimum Required Qualification and Experience**

- Masters Degree in Journalism, Public Relations, Mass Communication, Liberal Arts or equivalent qualifications;
- Five to seven (5 - 7) years' experience in a senior management capacity;
- Ten (10) years overall experience in a comparable working environment.

### **Special Conditions Associated with the Job**

- Subject to On-Call situations;
- Will be required to work beyond normal working hours on weekdays, weekends and public holidays;
- Exposure to multiple deadlines;
- Required to travel locally and overseas.

Applications accompanied by résumés should be submitted **no later than Friday, 21<sup>st</sup> February, 2025, to:**

**Chief Personnel Officer  
Office of the Services Commissions (Central Government)  
Ministry of Finance and the Public Service Complex  
30 National Heroes Circle  
Kingston 4**

Email: [jisceoapplications@osc.gov.jm](mailto:jisceoapplications@osc.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.**

A handwritten signature in blue ink, appearing to read 'J Mendez', with a stylized flourish at the end.

Jacqueline Mendez (Mrs.), JP  
Chief Personnel Officer