



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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### **CIRCULAR No. 36** **OSC Ref. C. 6555<sup>18</sup>**

29<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 **Graphic Designer (MCG/AVP 3)** in the **Ministry of Industry, Investment and Commerce**, salary range \$4,266,270 - 5,737,658 per annum.

#### **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:***

- Conceptualizes 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;
- Designs 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;
- Performs any other related duties that may be assigned 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
- 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 Mass Communication or Related Field;
- Training in Supervision; or any equivalent combination of education, training, and experience;
- Proven experience as a Graphic Designer, with a strong portfolio showcasing your work, at least three (3) years;
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign), CorelDRAW, Sketch, Canva, and video editing software (e.g., Adobe Premiere Pro);
- Training Course at the Management Institute for National Development.

### **Special Condition 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 Monday, 10<sup>th</sup> February, 2025 to:**

**Director, Human Resource Management and Development  
Ministry of Industry, Investment and Commerce  
4 St. Lucia Avenue  
Kingston 5**

Email: [hrm@miic.gov.jm](mailto: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**