



## Office of the Services Commissions

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### **CIRCULAR No. 64** **OSC Ref. C.6555<sup>18</sup>**

**7<sup>th</sup> February, 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 **Public Relations Officer (MCG/IE 4)** in the **Corporate Communications and Public Relations Branch, Ministry of Industry, Investment and Commerce**, salary range \$4,266,270 - \$5,737,658 per annum.

### **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 print and broadcast copy of communication for grammatical and typographical errors;
- Co-ordinates 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 annual Customer Service reports, in accordance with established standards;
- Performs any other related duties that may be assigned 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**

- 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.

Applications accompanied by résumés should be submitted **no later than Thursday, 20<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**