



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 83 **OSC Ref. C.5849/S15⁵**

25th 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 Senior Public Relations Officer (MCG/IE 5) in the Client Services, Communication and Information Division, Court Administration Division (CAD)**, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

Under the general direction of the Director, Client Services, Communication and Information, the incumbent is responsible for promoting the policies, programmes and projects of the Judiciary through media relations and dissemination of information by various means to stakeholders.

Key Responsibilities

Managerial/Administrative:

- Participates in the development of the Division's Budget, Divisional and Unit Plans;
- Leads in the implementation of Communication's Unit Plan;
- Collaborates with Director to develop/review and implement operational systems and procedures to guide the activities of the Unit;
- Establishes and maintains systems/programmes to foster a culture of "service and teamwork" within the Unit;
- Prepares and submits activity/performance and other reports, as requested;
- Advises the Director, Client Services, Communication and Information on matters relating to the portfolio responsibility;
- Identifies gaps in programmes and recommends changes to the Director, Client Services, Communication and Information;
- Represents the Division at meetings, seminars and special committees, as directed.

Technical/Professional:

- Develops and implements strategic communication plans and programmes for the Judiciary;
- Plans and executes the Public Relations Programmes and events of the Judiciary and Court Administration Division (CAD);
- Manages the development of the Public Education Programme for the Judiciary;
- Plans and supervises the production of educational material;
- Prepares media brief on the Judiciary's programmes and policies to both internal and external customers for dissemination;
- Prepares press release and media brief in response to issues raised in the media;
- Monitors media to provide research support for adequate response;
- Oversees the preparation of CAD quarterly newsletter;
- Liaises with staff to prepare stories and features for the Newsletter;
- Provides content for CAD and the Judiciary Website;
- Engages media and maintains professional contacts and relationships;
- Liaises with media houses/partners to secure the placement of advertisement on behalf of CAD;
- Liaises with internal and external personnel to facilitate the payment for advertisements;
- Liaises with key officers within the Judiciary and the Media (Jamaica Information Service, etc.) to ensure adequate co-ordination and coverage of judicial activities and events;
- Liaises with external stakeholder groups to present information on the operations, programmes and projects in the Courts;
- Facilitates the exchange of good practices within the Courts and the wider community;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent judgment, decision-making and problem-solving skills
- Excellent oral and written communication skills
- Excellent organizational and time management skills
- Good customer service and interpersonal skills
- Ability to set and meet work priorities
- Ability to facilitate or lead meetings, teams or working groups
- Ability to think analytically and constructively
- Ability to be fair, impartial, understanding and of high integrity

Technical:

- Sound knowledge of the Court System in Jamaica
- Knowledge of the Public Sector Policies, Rules and Regulations
- Excellent knowledge of Public Relations and Media techniques, principles and practices
- Excellent networking and negotiating skills
- Excellent analytical and presentation skills

Minimum Required Qualification and Experience

- First Degree in Media and Communication;
- Training in Public Speaking and Event Planning;
- Five (5) years' experience in a customer service and information environment at a senior managerial level.

Special Condition Associated with the Job

- Travelling to the Courts islandwide to deliver service within portfolio area.

Applications accompanied by résumés should be submitted **no later than Monday, 10th March, 2025 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
Public Building West
King Street
Kingston**

Email: hrma@jamaicajudiciary.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**