



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 47 **OSC Ref. C. 6555¹⁸**

4th 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 **Videographer/Photographer (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 Videographer/Photographer is responsible for producing high quality video recordings in accordance with assignment/schedules. The Videographer/Photographer provides photography and video coverage of events for the Ministry, Agencies and Departments Islandwide and assists with video editing and packaging to support the Ministry's Public Relations and Corporate Communications Programme.

Key Responsibilities

Administrative:

- Participates in the development, implementation and monitoring of the Division's Operational/Work Plans and Budget;
- Participates in the development and implementation of annual comprehensive Communications/Public Relations Plans and Programmes for the Ministry.

Technical/Professional:

- Attends and covers assignments on location;
- Liaises with Producer/Administrative and Special Assistants to set up shoots;
- Ensures proper lighting for all shoots and optimum recording quality;
- Conceptualizes, produces and edits content according to broadcasting standards;
- Develops and manages archive of video content;
- Manages and maintains all equipment in accordance with manufacturer's instructions;
- Ensures the security and safety of equipment on assignment at all times;
- Maintains ongoing liaison with media houses;
- Takes photographs and captures images to be used for a variety of purposes;
- Sets up and operates photographic and video equipment;
- Performs such other duties and responsibilities, appropriate to this post, as may be required 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
- Adaptability
- Good interpersonal skills
- Teamwork and co-operation
- Managing external relationships

Functional/Technical:

- Good knowledge of the general functions, programmes, objectives and policies of the Ministry
- Excellent knowledge of videography, sound recording and photography, and the operation of multi-media systems
- Sound knowledge in non-linear techniques and software
- Sound knowledge in all areas of video production
- Excellent customer and quality focus

- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems

Minimum Required Qualification and Experience

- Certification in Video Production or equivalent programme from the Creative Production and Training Centre (CPTC), Caribbean Institute of Media and Communication (CARIMAC) or any other recognised institution;
- Two (2) years' experience in broadcast video production, sound, lighting and editing systems.

Special Conditions Associated with the Job

- There can be high pressure when deadlines are to be met;
- Extensive travelling within and external to Jamaica is expected;
- 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, 17th 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

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**