



# CAREER OPPORTUNITY

The Jamaica Information Service (JIS), an Executive Agency, invites applications from suitably qualified professionals for the following position:

## Editor, Radio Department

### Job Scope:

Reporting to the Radio Manager, the successful candidate will satisfy customer expectations through the editing and production of news stories, features and public service announcements and coverage of national and international events. Promote synergy with other JIS departments in delivering the Government's overall communications programme.

### Core Functions

- Ensure the legality and professional integrity of all output, including the verification of stories and sources, and avoid publishing potentially libellous copy;
- Plan annual, quarterly, monthly and weekly production schedules in discussion with the Radio Manager;
- Assign duties to Writer/Producer/Presenters;
- Generate ideas for news stories, features;
- Produce news, features and documentaries;
- Present news, features, public service announcements, etc;
- Provide parliamentary coverage;
- Edit and quality assure all outputs including news, features, public service announcements, etc;
- Assist with the development and training of new Writer/Producer/Presenters.

### Qualification and Experience

- Understanding and full working knowledge of radio production. A first degree, preferably in media and communication;
- A skilled writer and editor. Proficient in resources management (staff, specialised equipment, financial) within a media environment. Ability to meet production targets and schedules and ensure high levels of customer satisfaction;
- Excellent judgement, decision-making and problem-solving skills;
- At least two years' editing and supervisory experience and at least five years' experience of presenting and reporting in the media industry.

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Applications along with résumés should be forwarded  
**no later than June 16, 2017** to:

**Director**  
Human Resources  
Jamaica Information Service  
58a Half-Way Tree Road  
Kingston 10  
Email address: [hrmanager@jis.gov.jm](mailto:hrmanager@jis.gov.jm)

*We thank all applicants for their expressions of interest; however, only shortlisted candidates will be contacted.*