



CAREER OPPORTUNITY

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

PUBLIC RELATIONS OFFICER

Job Scope

To develop and execute communications programmes on behalf of Ministries, Departments and Agencies of the Government of Jamaica and to market the services of the JIS.

Core Functions

Reporting to the PR Manager the successful applicant will:

1. Coordinate the Agency's response to the public education needs of Ministries, Departments and Agencies (MDAs) to ensure the optimal use of the Agency's production facilities and media outlets.
2. Establish and maintain proactive working relationships with assigned Ministries, Departments and Agencies of the Government, and provide strategic communication advice to clients.
3. Identify 'newsworthy' projects of Ministries, Departments and Agencies (MDAs) and execute public awareness activities in keeping with the strategic priorities of the Government and Vision 2030 National Development Plan.
4. Develop innovative marketing strategies to enhance the JIS brand and effectively market the services of the Agency.
5. Write and develop public relations programmes and projects.
6. Provide support to JIS production departments and other communication personnel in Government by writing news releases, features, statements, reports, speeches and drafting television and radio scripts for news features.

Qualifications and Experience

- A BA Degree in Media and Communications, Journalism, Integrated Marketing Communications or a related field.
- At least five (5) years' practical communications experience in public relations, marketing, or as a Journalist with strong writing, client relations or project management skills.
- A confident communicator, who is able to exercise creative thinking in developing concepts for the Agency's clients.
- Excellent knowledge and understanding of the operation of Government, policy development and programme implementation.
- Highly developed public speaking, investigative and analytical reporting skills.
- Ability to identify public relations material, and express complex issues in an easily understood and compelling manner.
- A strong sense for news and the ability to identify areas for public awareness focus.

Applications along with résumés should be forwarded no later than **December 17, 2018** to:

Director
Human Resources
Jamaica Information Service
58a Half-Way Tree Road
Kingston 10

Email address: hrmanager@jis.gov.jm

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