



CAREER OPPORTUNITY

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

COPY EDITOR

Job Scope

Reporting to the Manager, Research and Publications Department, the successful candidate will:

- Edit and proofread editorial content, check manuscripts and other items for readability, style and agreement with editorial policy; verify facts and be familiar with the reference works and information sources of the trade.

Core Functions

- Proofread and edit copy/manuscripts and other items for readability and style, using IT-based publishing systems and databases, paper manuscripts, discs or the Internet.
- Correct spelling and grammatical errors and ensure illustrations are suitably captioned and referred to in the text.
- Check articles for content, facts as well as mechanics and subedit text written by a number of authors, to ensure consistency with in-house style.
- Write and/or update JIS publications as assigned.
- Proofread and edit artwork for articles, brochures, posters, reports, etc. designed by Graphic Artists.
- Recommend improvements in all editorial materials to ensure correctness.

Qualification and Experience

- Undergraduate degree in Journalism, Mass Communication, English Literature or the Arts, with strong oral communication skills
- At least five (5) years' writing and editing experience, within a newspaper, public relations or advertising agency
- Strong command of the English Language and literary devices, with excellent writing and editing skills
- Excellent critical thinking, analytical and people skills, with the ability to work well in teams
- Detail oriented and able to meet tight deadlines
- Knowledge and understanding of newspaper and online content management
- Working knowledge of Government policies and programmes.

Applications along with résumés should be forwarded no later than **March 31, 2020** to:

**The 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.