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, disks 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.