



# CAREER OPPORTUNITY

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

## **DEPUTY CHIEF EXECUTIVE OFFICER (CEO), PRODUCTION DIVISION**

### **Job Scope**

The Deputy CEO provides support to the Chief Executive Officer (CEO) with the Development and Management of the Agency's Corporate and Operational plans which include the strategic goals, objectives. The Officer is also responsible for directing the operations of the Radio, Television and Computer Services Departments as well as the Social Media platforms. The incumbent is the JIS representative on the Inter-Ministerial Committee with responsibility for planning all National and State events.

### **Core Functions**

- i. Develop, in collaboration with senior staff, work programmes for enhancing the dissemination of GOJ information in keeping with the Strategic Priorities of the Administration.
- ii. Spearhead the Agency's response to State and National events.
- iii. Monitor the work programme of the Departments under the Production Division by ensuring the maintenance of operational efficiency and cost effectiveness and take corrective action to minimise budget variances.
- iv. Provide consistent advice to the CEO on operational matters impacting the Agency.
- v. Ensure the portfolio departments utilise information effectively to create high quality products and services by providing editorial guidance and exercising sound judgement.
- vi. Conduct periodic review and make recommendations for programme changes, where necessary, to maintain relevance to the strategic goals of the Agency.
- vii. Host weekly interview programme with Government Officials on current issues to enhance the output of information.
- viii. Participate in meetings with the Office of the Governor-General to discuss the communication activities of that Office.
- ix. Keep abreast of developments associated with National issues.
- x. Ensure production and revenue targets are met.

### **Qualification and Experience**

- i. Master's Degree in Journalism, Public Relations, Mass Communication, English, Liberal Arts or equivalent qualification
- ii. Five (5) years' experience in a senior management capacity.
- iii. At least ten (10) years' experience in a comparable working environment
- iv. Strong leadership and managerial skills
- v. Excellent oral and written communication skills
- vi. Sound knowledge of the official procedures and rules governing affairs of the State and diplomatic occasions
- vii. Sound knowledge of the policies and procedures of the Agency and of Government policies, rules and regulations.
- viii. Working knowledge of media production.

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Applications along with résumés should be forwarded no later than **May 29, 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.**