



# CAREER OPPORTUNITY

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

## **DIRECTOR – RESEARCH, PRINT AND PRODUCTION DIVISION**

### **Job Scope**

Under the general direction of the Chief Executive Officer (CEO), the Officer is responsible for directing the operations of the Editorial and Photography Department, Research and Publications Department, Montego Bay Regional Office and the Digitisation Project, and provides leadership and direction to the staff.

### **Core Functions**

- I. Plan, organise, develop and implement policies, guidelines, systems, procedures, programmes, projects and activities to facilitate the efficiency and effectiveness of the Division.
- II. Develop the strategic, business and operational plans and appropriate budgets, and manage funds required for the various programmes/projects managed by the Division.
- III. Oversee and monitor the operations of the news production activities in the Division to ensure the effective gathering, processing, dissemination and archiving of news releases, feature stories and captioned photographs to promote awareness and acceptance of Government policies.
- IV. Monitor the Division's outputs to ensure that the stories and captioned photographs feature Ministries, Departments and Agencies (MDAs) and that the dissemination of products to mainstream media and the general public incorporate the GOJ's strategic priorities.
- V. Plan, coordinate and review continuously the production and dissemination of news stories, feature stories and captioned photographs to ensure accuracy, quality and adherence to policies, procedures and strategic objectives of the Agency.
- VI. Liaise with representatives in stakeholder MDAs and private sector organisations on related media issues.
- VII. Build strong relationships with partners in the public and private sectors to identify initiatives and new opportunities and to generate revenue through products and services offered by the Division.
- VIII. Provide technical advice and guidance to the CEO, senior management and staff on subject areas supervised and ensure the development, implementation and maintenance of an information system that facilitates transparent, timely and accessible connection with key stakeholders across the sector and the general public.
- IX. Establish and maintain a participatory, consultative working environment that supports and promotes teamwork, employee empowerment, innovation and high ethical standards.
- X. Coordinate the implementation and monitoring of the ISO 9001:2015 Quality Management System Agency-wide.

### **Qualification and Experience**

- I. Master's Degree in Journalism, Liberal Arts, Media, Mass Communication and Public Relations or equivalent qualification
- II. Five (5) years' experience in a senior management capacity
- III. At least ten (10) years' overall experience in the field
- IV. Excellent communication, editing, reporting, writing and presentation skills
- V. Strong leadership and management skills with the ability to think strategically and solve complex problems
- VI. Knowledge of public sector laws, rules, guidelines, policies and procedures

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Applications along with résumés should be forwarded no later than **Friday, May 29, 2020** to:

**The 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.**