CAREER OPPORTUNITY

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

MANAGING EDITOR – EDITORIAL AND PHOTOGRAPHY

Job Scope

Under the general direction of the Director, Research, Print and Production Division, the successful candidate will be required to manage the operations of the Editorial and Photography Department.

Core Functions

I. Ensure the timely dissemination of quality news releases, features and captions about the Government’s programmes, policies, and institutions.
II. Coordinate the production of the JIS Page which is published weekly and monthly in the national newspapers.
III. Manage the performance of the reporters and photographers to include supervision and coaching as well as conducting appraisals.
IV. Ensure the coverage of assignments through effective scheduling of reporters and photographers.
V. Manage the revenue generating activities of the Photography Unit.
VI. Develop the Operational Plan for the Department and assign targets to all members of the team.
VII. Prepare fortnightly and monthly reports for Production and Management Meetings, respectively.

Qualification and Experience

I. First degree in Journalism, Public Relations, Mass Communication, English or the Liberal Arts
II. At least five (5) years’ editorial and managerial experience in the print or electronic media. (Extremely important)
III. Knowledge and understanding of the Government’s programmes and policies.
IV. Exceptional communication skills with the ability to lead a team and deliver under tight deadlines.

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

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