



# 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.

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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.**