



# CAREER OPPORTUNITY

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

## MANAGER, RESEARCH AND PUBLICATIONS

### Job Scope

Under the general direction of the Director, Research, Print and Production Division, the Manager is required to organise, coordinate and manage the operations of the Research and Publications Department to ensure the collection, storage and dissemination of information and the production of creative and effective printed material.

### Core Functions

- I. Manage the day-to-day operations of the Research and Publications Department and ensure that work is performed according to plan and goals achieved.
- II. Coordinate, organise and manage plans, programmes and projects as well as the attendant activities and initiatives for the Department. Monitor, evaluate and make appropriate changes and/or adjustments to strengthen efficiency and effectiveness.
- III. Coordinate the workflow within the Department and ensure that functions supervised are adequately resourced in terms of staff, equipment, material and financing in order to maximise output in terms of quality, volume, time, and cost.
- IV. Conceptualise, print, distribute high quality publications, newsletters, bulletins, etc.
- V. Liaise with other Managers/Departments in order to facilitate the achievement of synergy in Government's communication programme.
- VI. Provide technical advice to Senior Management, staff, and other stakeholders.
- VII. Develop the business of the Department through customer relationship management and demonstrated high quality work. Ensure clients' complaints are resolved, deadlines are met and that exemplary customer service is provided to internal and external customers.

### Qualification and Experience

- I. Bachelor's degree in Communication, Journalism, Public Relations, Liberal Arts or a related field
- II. Specialised training in Print and/or Electronic Media or Public Relations
- III. Five (5) years' experience at a senior level in a comparable working environment
- IV. Excellent research skills including the ability to navigate online search engines
- V. Excellent presentation, oral and written communication skills
- VI. Critical thinking, time management and multitasking skills
- VII. Knowledge of local media environment/landscape
- VIII. Knowledge of customer relationship management and business development within a printing environment.

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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**

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