CAREER OPPORTUNITIES

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

### COPYWRITER

**Job Scope**
Reporting to the Manager, Research and Publications Department, the successful candidate will be required to research and write materials for publications, employing a range of reliable research methodologies.

**Core Functions**
I. Research, write and/or update JIS publications and articles as assigned.
II. Provide proofreading support for all assigned articles, stories, manuscripts, and other items developed by the Research and Publications Department for design and print production.
III. Check content for accuracy, readability, style and agreement with editorial policy.
IV. Provide accurate information in a timely manner in response to customers' requests.
V. Recommend improvements in all editorial materials to ensure correctness.

**Qualification and Experience**
I. Bachelor's Degree in Journalism, Mass Communication, English Literature or the Arts.
II. Five (5) years' writing and editing experience within a newspaper, public relations or advertising agency.
III. Strong command of the English Language and literary devices, with excellent writing and editing skills.
IV. Knowledge and understanding of newspaper and online content management.
V. Ability to work on own initiative or with little supervision.
VI. Good interpersonal skills.
VII. Detail oriented with ability to meet tight deadlines.

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

### COPY EDITOR

**Job Scope**
Reporting to the Manager, Research and Publications Department, the successful candidate will be required to edit and proofread editorial content, check manuscripts and other items for readability, style and agreement with editorial policy; verify facts and be familiar with the reference works and information sources of the trade.

**Core Functions**
I. Proofread and edit copy/manuscripts and other items for readability and style, using IT-based publishing systems and databases, paper manuscripts, discs or the Internet.
II. Correct spelling and grammatical errors and ensure illustrations are suitably captioned and referred to in the text.
III. Check articles for content, facts as well as mechanics and subedit text written by a number of authors, to ensure consistency with in-house style.
IV. Write and/or update JIS publications as assigned.
V. Proofread and edit artwork for articles, brochures, posters, reports, etc. designed by Graphic Artists.
VI. Recommend improvements in all editorial materials to ensure correctness.

**Qualification and Experience**
I. Undergraduate degree in Journalism, Mass Communication, English Literature or the Arts, with strong oral communication skills.
II. At least five (5) years' writing and editing experience, within a newspaper, public relations or advertising agency.
III. Strong command of the English Language and literary devices, with excellent writing and editing skills.
IV. Excellent critical thinking, analytical and people skills, with the ability to work well in teams.
V. Detail oriented and able to meet tight deadlines.
VI. Knowledge and understanding of newspaper and online content management.
VII. Working knowledge of Government policies and programmes.

Applications along with résumés should be forwarded no later than **Friday, July 17, 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.