



CAREER OPPORTUNITY

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

GRAPHIC ARTIST (CONTRACT)

SOCIAL MEDIA DEPARTMENT

Salary Range: \$1,072,689 - \$1,467,690 p.a.

Job Scope:

Under the supervision of the Social Media Manager, the Graphic Artist has the responsibility to produce high-quality layout, graphic designs and visuals for sets, logos and productions.

Core Functions:

- Develops, in conjunction with the Social Media Manager and Social Media News Coordinator, ideas for effective and creative graphics and visuals for social media.
- Produces innovative graphics using computerised equipment and traditional drawing skills, in keeping with clients' specifications, budgets and schedules.
- Coordinates work with the Social Media Manager and Social Media News Coordinator for the effective production of high-quality designs and visuals.
- Maintains a graphics file.
- Liaises with the Social Media Manager and Social Media News Coordinator to develop designs and captions.
- Develops and maintains good relationship with stakeholders.
- Performs any other related duties which may be assigned by the Social Media Manager and Social Media News Coordinator.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- Certification in computer software such as web or graphic design or other equivalent qualification.
- Two (2) years' experience in graphic art and/or design in a social media environment.

REQUIRED COMPETENCIES:

- Good organisational, communication and time management skills.
- Knowledge of social media.
- Ability to capture clients' ideas in a creative way, as well as solve visual problems and challenges.
- Ability to quickly produce graphic material and work within a fast-paced environment.

Applications should be forwarded no later than
Thursday, April 14, 2022 to the:

Director, Human Resources
Jamaica Information Service
58a Half Way Tree Road
Kingston 10
Email: hrmanager@jis.gov.jm

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