



# CAREER OPPORTUNITY

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

## **Head, Documentary Unit (Television Department)**

**Salary Range: \$3,770,761.00 - \$5,071,254.00 per annum**

### **Job Scope:**

Under the general direction of the Television Manager, the Head, Documentary Unit is responsible for planning, organising and managing the Agency's Documentary Unit. The incumbent also advises the Television Manager on the acquisition of audio/visual materials and the use of audio/visual technology in providing educational, cultural and recreational activities and opportunities.

### **Core Functions:**

- Formulates goals and objectives for the effective operation of the Unit.
- Prepares and monitors the implementation of work schedules for the Documentary Unit, ensuring effective utilisation of staff.
- Develops, reviews and revises relevant policies, work systems and procedures to ensure consistency and adequacy.
- Reviews the appraisal, retention, storage, maintenance and disposal of materials for the Documentary Unit and determines and recommends optimal decisions for organisational strengthening.
- Researches and recommends new technologies and methodologies to achieve consistent quality and integrity of products and services to clients.
- Provides technical guidance and advice to the Manager, internal clients, private and public sector organisations on Documentary Production, Audio/visual and related matters.
- Participates in the development of the Division's budgets, Operational and Corporate Goals and Work Plans.
- Provides guidance to staff in the Unit through coaching, mentoring and support as needed.
- Writes, directs and produces features.

### **Minimum Qualification and Experience:**

- First Degree in Arts or Social Sciences, Library Science, Education or Information Studies or any equivalent qualification.
- 3 years' related experience.

### **Knowledge, Skills and Competencies:**

- Good communication and problem solving skills.
- Excellent client service skills.
- Excellent creative writing and editing skills.
- Sound knowledge of planning, writing, presenting and producing television items and programmes.
- High level of professionalism, integrity and confidentiality.
- Sound knowledge of Documentary Management including Production, Audio/visual, and Information Management.
- Working knowledge of overall Government policies and regulations.

Applications should be forwarded no later than  
**Friday, May 05, 2023** 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.**