



CAREER OPPORTUNITY

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

Editor (Radio Department)

(Basic Salary: \$3,770,761.00 - \$5,071,254.00 per annum)

Job Scope:

Under the general supervision of the Radio Manager, the Editor is responsible for reviewing/editing information and content for radio coverage of national events, news items, feature stories, programmes and public service announcements. The incumbent provides supervision and guidance to Writer/Producer/Presenters and aims to achieve synergy with other JIS departments in delivering Government's overall communications programme and to satisfy customer expectations. .

Core Functions:

- Plans annual, quarterly, monthly and weekly production schedules in collaboration with the Radio Manager.
- Develops and submits inputs relevant to radio coverage for inclusion in the annual operational plan of the department.
- Edits and quality-assures all outputs including news, features, public service announcements and Round About JA.
- Supervises the Writer/Producer/Presenters including assigning duties and giving detailed assignment briefings to them.
- Ensures the legality and professional integrity of all output, including the verification of stories and sources, and avoids publishing potentially libelous copy.
- Provides ideas and feedback to Writer/Producer/Presenters and ensures that they meet their reporting quotas.
- Confirms content and accuracy of stories and features and approves technical quality before they are passed for broadcast; reviews scripts before recording.
- Produces news, feature stories and documentaries.
- Researches, writes and presents on-air original features and news reports.
- Plans and organizes programming content; contacts and arranges for guest appearances, as appropriate.
- Conducts interviews in person, in studio, on remote locations and by telephone.
- Presents the news and the flagship programme, Jamaica Magazine.
- Assists in the general production of the Jamaica Magazine Programme or special projects as assigned.
- Undertakes Parliamentary Reporter assignments.
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance.

Knowledge, Skills and Competencies:

- Sound knowledge of planning and editing radio broadcasts.
- Excellent creative writing and editing skills.
- Excellent skill in news and features presentation within a radio environment.
- Knowledge of programme development.
- Good oral and written communication skills.
- Good interpersonal and customer relations skills.
- Good judgement, decision-making and problem solving skills.
- Good planning and organizing skills.
- Good leadership and team building skills.

Minimum Qualification and Experience:

- First Degree in Mass Communication, Journalism or equivalent qualification.
- Four (4) years' experience in editing, presenting and reporting in the broadcasting industry.

Applications along with résumés should be forwarded no later than **Friday, December 22, 2023** 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.