

CAREER OPPORTUNITY



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

MANAGING EDITOR – EDITORIAL AND PHOTOGRAPHY

Salary range - \$5,597,715.00 - \$7,528,304.84 per annum

Job Scope:

Under the general direction of the Director - Research, Print and Production, the successful candidate will be required to manage the operations of the Editorial and Photography Department.

Core Functions:

- Edits and quality-assures editorial output including news stories, features, captioned photographs and the JIS Page.
- Examines stories, photographs and sources to ensure legality and professional integrity to avoid publishing potentially libellous information.
- Ensures the timely dissemination of quality news releases, features and captions about the Government's programmes, policies, and institutions.
- Coordinates the production of the JIS Page which is published monthly in the national newspapers.
- Participates in the development of departmental budgets, and corporate, strategic, business and revenue generating plans.
- Monitors the implementation of operational plans and budgets to ensure that work is carried out as planned and within budget and that agreed targets are met.
- Liaises with other departmental managers and attends production meetings to achieve synergy amongst all outputs in terms of Government's communications programme.
- Prepares fortnightly and monthly reports for Production and Management Meetings, respectively.
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective actions where necessary to improve performance and/or attain established personal and/or organisational goals.
- Identifies training and developmental needs of staff and ensures that they are adequately addressed.
- Participates in the recruitment of staff and recommends promotions, transfers or disciplinary actions as required.

Minimum Required Qualifications and Experience:

- Bachelor's Degree in Journalism, Public Relations, Mass Communication, English, Liberal Arts or equivalent qualifications.
- At least five (5) years' editorial and managerial experience in the print or electronic media. (Extremely important)

Required Competencies:

- Excellent editing skills.
- Excellent communication, interpersonal and customer relations skills.
- Strong leadership and people management skills.
- Good decision-making, planning and organising skills.
- High level of professionalism, integrity and confidentiality.
- Working knowledge of overall Government policies and regulations.

Applications along with resumes should be forwarded no later than **Friday, December 29, 2023** 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.