



CAREER OPPORTUNITY

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

MANAGER, TELEVISION – TELEVISION DEPARTMENT

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

Job Scope:

Reporting to the Deputy CEO/Director, Electronic Production Division, the Manager, Television plans, organises, develops and implements systems and procedures to promote Government policies, programmes and plans through audiovisual platforms. This involves directing the production of television features, news and public service announcements including national broadcasts, messages from the Governor-General, Prime Minister, Leader of the Opposition and other Government officials.

Core Functions:

- Participates in the development of divisional budgets, and corporate, strategic, business and revenue-generating plans.
- Directs the production of television features, news, and public service announcements including national broadcasts and messages from the Governor-General, Prime Minister, Leader of the Opposition and other Government officials.
- Monitors television programmes to ensure that messages are transmitted as conceived and in line with the Agency's policies and procedures
- Ensures the legality and professional integrity of all output including the verification of stories and sources to avoid publishing potentially libellous material.
- Provides technical advice to the Deputy CEO/Director, Electronic Production on all portfolio issues.
- Monitors the implementation of operational plans to achieve agreed targets.
- Liaises with other departmental managers and attends production meetings in order to achieve synergy in the Government's communications programme.
- Prepares fortnightly and monthly reports for Production and Management Meetings, respectively.
- Participates in the recruitment of staff; recommends promotion, training, transfer or disciplinary action as required. Monitors and evaluates the performance of direct reports.

Minimum Required Qualifications and Experience:

- Bachelor's Degree in Mass Communication or equivalent qualifications.
- At least five (5) years' experience in the broadcasting industry at a managerial level.

Required Competencies:

- Excellent communication, interpersonal and customer relations skills.
- Sound judgement, decision-making and problem-solving skills.
- Strong leadership and people management skills.
- Understanding and full working knowledge of television broadcasting.
- Excellent writing and editing skills.
- Good planning, organizational and time-management skills.
- High level of professionalism, integrity and confidentiality.
- Working knowledge of overall Government policies and regulations.

Applications along with résumés should be forwarded no later than

Friday, January 26, 2024 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.