



CAREER OPPORTUNITY

The Jamaica Information Service (JIS), an Executive Agency, is establishing a Regional Office in St. Thomas to serve the eastern section of the island. The Regional Office will provide services for St. Thomas, Portland and St. Mary and facilitate an improvement in the information gathering and dissemination capabilities in the region. The JIS invites applications from suitably qualified professionals for the following position:

MANAGER, ST. THOMAS REGIONAL OFFICE

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

Job Scope:

Reporting to the Director, Research, Print and Production, the Manager is responsible for the day-to-day direction and management of the Regional Office in order to satisfy customer expectations, through the design and implementation of public education programmes to meet local community needs and in so doing achieve synergy with other JIS divisions in delivering the Government's overall communications programmes.

Core Functions:

- Participates in the development of divisional budgets, and corporate, strategic, business and revenue-generating plans.
- Develops, in collaboration with the Director, the procedural framework and attendant systems, procedures and guidelines for the Regional Office.
- Directs the production of news releases and feature articles, public education programmes and prepares presentations on the Government's policies, programmes and projects in the region.
- Monitors the implementation of operational plans and budgets to achieve agreed targets.
- Advises the Director on issues emerging from policy implementation and recommends changes to the operations of the JIS Regional Office.
- Ensures that all non-core campaigns, programmes, projects and jobs are properly costed in accordance with Agency policies.
- Builds regional awareness of the JIS by interfacing with community leaders and institutions in the region and representing the Agency on various parish and local committees.
- 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 Public Relations, Communication, Journalism or equivalent qualifications.
- Specialised training in Print, Electronic Media or Public Relations.
- At least five (5) years' experience at a senior level in a comparable working environment.

Required Competencies:

- Excellent communication, interpersonal and customer relations skills.
- Sound judgement, decision making and problem-solving skills.
- Strong leadership and people management skills.
- Very good negotiating skills and demonstrated emotional intelligence.
- Excellent planning, organisational 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, February 9, 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.