



CAREER OPPORTUNITY

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

Senior Reporter/Web Content Writer – St. Thomas Regional Office (3 positions)

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

Job Scope:

Under the general direction of the Manager, St. Thomas Regional Office, the Senior Reporter/Web Content Writer will provide in-depth coverage of Government policies and programmes as well as activities in the Municipal Authorities and communities in the parishes of St. Thomas, Portland, and St. Mary, in keeping with the mandate of the Agency. The incumbent will also be responsible for recommending and creating content for the JIS website and social media platforms.

Core Functions:

- Provides print, audio, social media, and photo coverage as assigned.
- Produces news releases, feature stories, social media posts, and photo captions.
- Conducts interviews and investigations to verify findings in order to provide complete and accurate news content.
- Investigates breaking news developments, communicates with news sources and informs Manager expeditiously.
- Ensures that the Manager and Managing Editor or designate receive news copy for review and editing within agreed deadlines.
- Keeps abreast of the Government's policies, programmes, and projects as well as international media standards and best practices.
- Collaborates and works closely with the news team, photographers, editors and other representatives from the media, the public and various organisations.
- Represents the JIS at events, meetings, conferences, formal, informal, social and Municipal Authority events.
- Writes and plans editorial placement of content on JIS and clients' websites, including news releases, promotions, programmes and services, as well as other website texts.
- Proofreads websites to ensure established editorial and quality standards are met.
- Executes revisions and change requests to existing web pages.

Key Competencies:

- The ability to communicate clearly and concisely, both orally and in writing and to conduct in-depth interviews with Government Officials and Sector Leaders.
- Good interpersonal, relationship-building and networking skills.
- Ability to work under pressure and meet tight deadlines.
- Sound planning, organisational and problem-solving skills.
- Strong research skills including the ability to navigate online search engines.
- Knowledge of the policies and procedures of the JIS, the Staff Orders and Public Service Regulations.
- Proficiency in the use of relevant computer applications.
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Qualifications and Experience:

- First Degree in Journalism, Public Relations, Mass Communications or a related field.
- Training in Journalism.
- Two (2) years' experience in the newspaper, news agency, social media or PR industry.
- Experience in web writing and web content management would be an asset.

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.