



# CAREER OPPORTUNITY

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

## SENIOR ENG EDITOR ST. THOMAS REGIONAL OFFICE

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

### JOB SCOPE:

Under the direction of the Manager, St. Thomas Regional Office, the Senior ENG Editor has responsibility to review and edit programmes to ensure that contents conform to strict formatting and editorial guidelines and are produced to broadcast standards.

### CORE FUNCTIONS:

- Collaborates with the Regional Team to ensure that output is delivered to production staff before all deadlines;
- Advises Regional Team where creative, technical or editorial improvements can be made in programme material and recommends ways of improving same;
- Monitors Regional Team who are mixing and editing items and programmes, including sound, vision and graphics, to ensure compliance with the guidelines;
- Edits programmes as required;
- Liaises with the technicians to ensure that editing equipment is in excellent working order;
- Ensures that programme materials are packaged to conform with established broadcast standards before dispatch to stations or other customers;
- Dubs recordings to appropriate format for broadcast customers and clients;
- Identifies and keeps up-to-date video file sources for enhanced editing;
- Prepares and submits monthly, quarterly and annual reports to the Manager, St. Thomas Regional Office,
- Prepares duty schedules for weekend assignments.

### MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE:

- First Degree in Journalism, Engineering, Writing, Design or equivalent qualification.
  - Three (3) years' experience in a related field.
- OR**
- Diploma in Journalism, Engineering, Writing, Design or equivalent qualification.
  - Five (5) years' work experience in a related field.

### REQUIRED COMPETENCIES:

- Excellent communication, interpersonal and customer relations skills.
- Good time-management and problem-solving skills.
- Knowledge of multimedia production
- Working knowledge of computerised edit controller and graphics system.
- Sound knowledge of editing software.
- Knowledge of electronics and digital equipment as well as the operation of multimedia systems.
- Working knowledge of protocols for state and diplomatic events.

**Applications 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.**