



CAREER OPPORTUNITY

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

SPECIAL PROJECTS MANAGER

(Salary Range: \$6,333,301.00 - \$8,517,585.93 per annum)

Job Scope:

Reporting to the Chief Executive Officer (CEO), the Special Projects Manager is responsible for drafting the Agency's Quarterly and Annual Reports, driving the Agency's Corporate Social Responsibility projects and activities, as well as coordinating various projects assigned to strengthen and market the JIS brand.

Core Functions:

- Monitors the Agency's reporting to ensure compliance with stipulated requirements in accordance with the Executive Agencies Act, Public Bodies Management and Accountability Act, Financial Instructions to Executive Agencies and directives issued by the Ministry of Finance and the Public Service.
- Prepares annual performance and special reports requested by the Office of the Prime Minister and Ministry of Finance and the Public Service.
- Reviews monthly departmental reports submitted to the Executive Office to bring pertinent issues to the attention of the CEO and follow up to ensure issues are resolved.
- Provides support to the Executive Office in preparing speeches, presentations and addressing requests received from the public.
- Provides periodic updates to the CEO on the status of current projects.
- Processes Intellectual Property requests from clients and conducts Intellectual Property Management Committee Meetings.
- Establishes a work plan for projects, confers with the Special Projects Officer to outline the work plan, and to assign duties, responsibilities, and scope of authority.
- Provides coverage of events and ensures the timeliness of publication of written pieces.
- Strengthens and markets the JIS brand in a cost-effective manner by:
 - Organising outreach activities including live or recorded presentations and exhibitions.
 - Managing the Agency's Corporate Social Responsibility outreach projects.
 - Implementing sponsorship activities for branding events.
 - Planning and coordinating the Agency's Heritage Competition (Essay, Photo, Poster) and Awards ceremony in collaboration with the JIS Planning Committee.
- Coordinates project activities with other JIS departments and Government Agencies, as necessary.

Minimum Qualifications and Experience:

- Bachelor's Degree from a recognised university in Mass Communication, Public Relations, Journalism, Marketing, Education or related field
- At least five (5) years' experience at the managerial or supervisory level
- Project Management and Report Writing skills

Required Competencies:

- Excellent communication, interpersonal and customer relations skills
- Highly motivated with the ability to work well within a team
- Good interviewing and reporting skills
- High level of professionalism
- Project management and report writing skills.
- Creativity with the ability to conceptualise programmes to disseminate information on Government policies, procedures and projects
- Sound knowledge of the policies and procedures of the JIS.
- Sound knowledge of local media environment/landscape.
- Knowledge of legal issues involved in publishing, such as intellectual property, libel and plagiarism.

Applications along with résumés should be forwarded no later than **Friday, June 6, 2025** to:

**The Director,
Human Resource Management & Development
Jamaica Information Service
58A Half Way Tree Road, Kingston 10
or email: hrmanager@jis.gov.jm**

We thank all applicants for their expressions of interest; however, only shortlisted candidates will be contacted.