



Jamaica Information Service

CAREER OPPORTUNITY

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

PUBLIC RELATIONS (PR) EXECUTIVE

Basic Salary: \$5,198,035.00 - \$6,990,779.44 p.a.

Job Scope:

Reporting to the Manager - Public Relations & Marketing, the PR Executive is responsible for developing and executing communication programmes on behalf of Ministries, Departments, and Agencies (MDAs) of the Government of Jamaica as well as creating, organising, implementing and monitoring Public Relations and Communications initiatives for the JIS. The incumbent is also responsible for promoting the Agency's policies, programmes, services, and activities to enrich its image.

Core Functions:

- Coordinates the Agency's response to the public education needs of Government MDAs to ensure the optimal use of the Agency's production facilities and media outlets.
- Establishes and maintains proactive working relationships with assigned MDAs of the Government.
- Identifies newsworthy projects, issues and events in the assigned MDAs and develops and executes public awareness activities in keeping with the strategic priorities of the Government and Vision 2030 National Development Plan.
- Develops innovative PR and Communication techniques and strategies to enhance the JIS brand and effectively advertise the products and services of the Agency.
- Writes and develops public relations programmes and projects.
- Provides support to JIS production departments and communication personnel in Government by writing news releases, features, statements, reports, speeches, media advisories and radio scripts for news features.
- Leads business development activities and motivates team members to achieve department targets.
- Promote the services of the JIS to ensure the optimal use of the Agency's facilities and services.
- Produce news releases, features, media advisories, scripts and other material.
- Help to organise special media events, seminars and conferences on behalf of clients.

Minimum Qualifications and Experience

- Bachelor's Degree in Mass Communication, Journalism, Public Relations or a related field
- Specialised training in Public Relations and Communication
- Three (3) years' experience in a comparable working environment.

Required Competencies

- Strong oral and written communication skills
- Excellent interpersonal and customer relations skills
- Ability to work with a team
- Excellent analytical, problem-solving and negotiating skills
- Ability to think creatively, use initiative and exercise sound judgement.
- Integrity and professionalism
- Sound knowledge of public relations and communications strategies, approaches, tools and methodologies
- Knowledge and understanding of the workings of Government, policy development and programme implementation.

**Applications should be forwarded no later than
Friday, June 27, 2025 to :**

**The Director, Human Resource Management and Development
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.**