



CAREER OPPORTUNITY

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

SENIOR WRITER/PRODUCER/PRESENTER — TELEVISION

(Salary Range: \$4,266,270 - \$5,737,659 per annum)

Job Scope:

Under the supervision of the Senior Editor, the Senior Writer/Producer/Presenter is responsible for partnering with internal stakeholders to create, produce and present effective television stories, features, items, programmes, and public service announcements. The incumbent acts as a leader by mentoring and motivating peers to maintain high levels of artistic creativity in delivering the Government's overall communications programme.

Core Functions:

- Coordinates and implements all elements of production such as programme planning, crew assignment, technical set-up and tear down, lighting, audio, directing, graphics and editing.
- Directs, produces and serves as lead scriptwriter for studio and other features.
- Conceptualises, writes, and edits interview scripts to strategically impact viewers with specific content on Government programmes.
- Identifies persons, plans, prepares and conducts on-camera interviews.
- Produces television programmes for broadcast, mobile units, and overseas missions.
- Writes and voices introductions, closers, link pieces and other presentational items.
- Directs various personnel and talent to produce segments of news programmes.
- Organises the production and distribution of scripts, including those for outside broadcast (OB) events.
- Collaborates with other departments to remain aware of and gain full understanding of Government's annual communications plans and the calendar of national and other significant events.

Require Competencies:

- Excellent communication, interpersonal and customer relations skills.
- Good decision-making, planning and organisational skills.
- Good leadership and team-building skills.
- Sound knowledge of planning, writing, presenting, and producing television news, features, documentaries, dramas, and public service announcements.
- Excellent creative writing and editing skills.

Qualifications and Experience:

- Bachelor's Degree in Mass Communication, Journalism, or equivalent qualifications
- At least four (4) years' experience in writing, producing, presenting and reporting in the broadcasting industry.

Applications along with résumés should be forwarded no later than **Friday, September 12, 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.