



# CAREER OPPORTUNITY

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

## **MEDIA BUYER ASSISTANT**

(Salary Range: \$1,711,060 – \$2,301,185 per annum)

### **Job Scope:**

Under the general supervision of the Media Buyer, the incumbent assists with the acquisition of desirable time slots and media space for advertising clients, while obtaining the best price and value for advertisements and monitors the purchased media to ensure advertisements appear as planned.

### **Core Functions:**

- Monitors and confirms placement of ads in accordance with schedules.
- Logs and verifies accuracy of print media invoices, confirms placements against booking orders and submits invoices for payment.
- Negotiates with sales agents to acquire cost-efficient and budget-conscious advertising space and submits costing to clients.
- Provides cost estimates to the Finance Department to enable preparation of invoices for clients.
- Researches available media in markets to suit the clients' budgets.
- Oversees the maintenance of a filing system for ads placed.
- Prepares monthly reports on activities of the Unit, and weekly Procurement Reports.
- Organises and dispatches tear sheets and costing for proposals, at the request of the PR Department.
- Assists with the preparation of insertion orders for advertisements and bookings.

### **Minimum Qualifications and Experience:**

- An Associate Degree in Media and Communications, Management Studies, or a related field.
- At least two (2) years' related experience in a comparable working environment,  
Or
- Any equivalent level of qualifications and experience.

### **Required Competencies:**

- Strong client relations and negotiating skills.
- Strong communication and interpersonal skills
- Attention to detail.
- Analytical thinking, persuasion and research abilities are critical.
- Knowledge of and/or experience in Media Buying and advertising.
- Knowledge and understanding of the workings of Government.

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Applications along with résumés  
should be forwarded no later than  
**Friday, October 3, 2025** to:

**The Director,  
Human Resource Management & Development  
Jamaica Information Service  
58a Half Way Tree Road, Kingston 10  
Email address: [hrmanager@jis.gov.jm](mailto:hrmanager@jis.gov.jm)**

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