



CAREER OPPORTUNITY

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

MANAGER, RESEARCH AND PUBLICATIONS

Salary range: \$6,333,301.00 - \$8,517,585.93 per annum

Job Scope

Under the general direction of the Director, Research, Print and Production Division, the Manager is required to organise, coordinate and manage the operations of the Research and Publications Department to ensure the collection, storage and dissemination of information and the production of creative and effective printed material.

Core Functions

- Manages the day-to-day operations of the Research and Publications Department and ensures that work is performed according to plan and goals achieved.
- Coordinates, organises and manages plans, programmes and projects as well as the attendant activities and initiatives for the Department. Monitors, evaluates and makes appropriate changes and/or adjustments to strengthen efficiency and effectiveness.
- Coordinates the workflow within the Department and ensures that functions supervised are adequately resourced in terms of staff, equipment, material and financing in order to maximise output in terms of quality, volume, time, and cost.
- Conceptualises, prints, and distributes high quality publications, newsletters, bulletins, etc.
- Liaises with other Managers/Departments in order to facilitate the achievement of synergy in Government's communication programme.
- Provides technical advice to Senior Management, staff, and other stakeholders.
- Develops the business of the Department through customer relationship management and demonstrated high quality work. Ensures that clients' complaints are resolved, deadlines are met and exemplary customer service is provided to internal and external customers.

Qualification and Experience

- Bachelor's degree in Communication, Journalism, Public Relations, Liberal Arts or a related field.
- Specialised training in Print and/or Electronic Media or Public Relations.
- Five (5) years' experience at a senior level in a comparable working environment.

Required Competencies

- Excellent research skills including the ability to navigate online search engines.
- Excellent presentation, oral and written communication skills.
- Very good interpersonal and people management skills.
- Critical thinking, time management and multitasking skills.
- Knowledge of local media environment/landscape.
- Knowledge of customer relationship management and business development within a printing environment.

Applications along with résumés should be forwarded no later than **Friday, April 17, 2026** to:

**The Director, Human Resource Management
& 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.