

TERMS OF REFERENCE – OVERSEAS COORDINATOR

Duties:

- Direct the government's communication programme overseas
- Coordinate the work of the JIS Information Attachés and Information Assistants in the Missions – Miami, New York, Washington, Toronto and London
- Supervise and ensure the provision of full coverage of Government Officials on overseas visits in Europe and other JIS office locations
- Work closely with overseas consultants/agencies contracted to the Jamaican government as well as overseas-based Jamaican entities to ensure a well coordinated approach to public relations as well as the management and dissemination of news and information by leading the establishment of strong networking with ethnic media to secure placement of JIS news stories in the print and electronic media in Europe, Canada, US, Caribbean
- See to the timely and effective flow of information from Jamaica into the Diaspora and from the Diaspora into Jamaica maintaining strong and structured links with the Diaspora Development Officers based in Missions
- Initiate news stories emerging from the Diaspora
- Send audio clips of interviews to JIS Radio for use in Jamaica Magazine for stories submitted.
- Voice news stories and features for JIS Radio for use in Jamaica Magazine
- Initiate news, in collaboration with the Heads of the Missions and Information Attachés, within the context of the global environment and its impact on the Jamaican economy with special emphasis on sectors that are vulnerable to the responses of the Diaspora for example tourism, remittances (global financial crisis)
- Comply with the rules and regulations of the Diplomatic Service, as they apply in the respective locations:
 - Observe the regulations of the particular office
 - Request for sick and vacation leave time from the head of Administration and Human Resources Department at the JIS in Kingston; the Administrative head of the Mission should also be advised, accordingly
 - Observe the national holidays permitted in the overseas context
 - Observe those Jamaican holidays that are permitted in the overseas context
- Supervise the role of the Information Attaché with specific reference to follow-up with the Accountants in the Mission, except in the case of Toronto, Canada, to ensure monthly expenditure reports relating to JIS' account are dispatched in a timely manner to JIS Headquarters in Kingston, Jamaica
- Set performance standards, in collaboration with the Chief Executive Officer, for the Information Attachés and Information Assistants
- Liaise with all Information Attachés on a weekly basis to plan activities and approach

- Report to CEO on publicity programmes for Government of Jamaica in the Missions
- Submit weekly updates on the plans for the Missions
- Submit monthly and quarterly reports on output

Reporting Relationships:

The position will report to the Chief Executive Officer, as well as to the Head of the Mission in London.

Applications should be returned to the JIS by e-mail by January 16
E-Mail: Administration@jis.gov.jm