



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

CAREER OPPORTUNITY

Applications are invited from suitably qualified candidates to fill the following position in the Public Relations and Corporate Communications Branch, Corporate Services Division:-

1. Public Relations Officer (MCG/IE 4) (VACANT)

Salary scale: \$1,084,284 to \$1,288,872 per annum and any allowances attached to the post

Job Purpose:

To implement and maintain public relations and communication programmes designed to create and maintain a favourable image of the Ministry internally and externally.

Key Responsibilities

Management/Administrative Responsibilities

- Participates in meetings, seminars, workshops and conferences as required
- Develops Individual Work plans
- Resides on and participates in relevant Committees as required
- Prepares requested reports and scripts as requested

Technical/ Professional Responsibilities

- Procedures publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes
- Researches, writes and distributes press releases to targeted media
- Liaises with and answers enquiries from media, individuals and other organizations, often via telephone and email;
- Organizes special events such as open days, visits, exhibitions and functions
- Assists in preparing organizational documents such as annual reports, corporate profiles and submissions
- Responds to enquiries from the public, media and other organizations
- Researches and keeps abreast of current trend regarding public relations and communication strategies.
- Produces visual (film or video), audio and electronic material, including submission of these items to ICT for the website.
- Develops and implements strategies for the Ministry identity
- Drafts speeches for Permanent Secretary and Minister and arrange interviews and other forms of contact
- Regularly interact with senior management and executive levels on matters concerning several functional areas, divisions, and/or customers

Required Skills & Competencies

- Excellent written and oral communication skills
- Excellent interpersonal skills
- Good planning and organizing skills
- Good creativity and ability to be innovative
- Good knowledge of communication techniques
- Experienced in the use of relevant computer applications
- Good knowledge of the operations of the Ministry
- Basic knowledge of designing logos and banners
- Good knowledge of event management
- Good research skills
- Experience with interacting with officials from various countries.

Minimum Required Education and Experience

- First Degree in Communications or related field from a recognized tertiary institution
- Three (3) years experience in a related field

Please note that only shortlisted applicants will be contacted.

All applications along with resumes should be submitted on or before **Monday, March 11, 2019** to

**Senior Director, Human Resource Management & Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5
or
human.resources@megjc.gov.jm**

Subject: Public Relations Officer (MCG/IE 4)