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5th March, 2018

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the vacant post of **Communication/Public Education Manager (MCG/IE 5)** in the **Access to Information Unit, Office of the Prime Minister**, salary range \$1,730,109 – \$2,056,555 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, Access to Information, the incumbent is responsible for developing and implementing the Unit's communication programmes by providing thorough, current and accurate information about the Access to Information Act (2002), through the use of dynamic communication and public regulation tools and strategies that seek to enhance the public's awareness of their right to official documents. The incumbent is also responsible for relationship management, analysis and evaluation of the Unit's impact among public authorities, stakeholders and partners in pursuit of its goals and to maintain a positive profile of the organization.

Key Responsibilities

The duties and responsibilities include, but are not limited to the following:

Technical/Professional:

- Co-ordinates the development of educational material using various methodology and medium to creatively present information to meet the needs of various publics;
- Co-ordinates, develops and delivers information sessions (including presentations, exhibitions, workshops and seminars) to Public Sector, Private Sector organizations, schools, community and other interest groups;
- Conducts training needs assessment of public servants and other target groups and develop training programme(s) to address needs identified;
- Collaborates with public authorities and Non-Government Organizations (NGOs) in public education events;
- Collaborates with Jamaica Information Service (JIS) and other media houses for the development of programmes for the publicity of the Access to Information (ATI) Act and the role and functions of the ATI Unit;
- Co-ordinates public relations activities such as press conferences, media briefings etc., in relation to the ATI Act and activities of the Unit;
- Conducts research on global procedures, regulations and programmes regarding ATI/Freedom on Information Legislations (FIO) to assist with informing the activities of the Access to Information Unit.

Management/Administrative:

- Participates in the development of the strategic direction of the ATI Unit;
- Contributes to the development and implementation of the Unit's Work Plan, Strategic Plan, Operational Plans and Budget.
- Designs and implements communication strategies and tools to disseminate information on Access to Information Laws, Regulations, Policies and programmes in accordance with the Unit's mandate, Strategic and Operational Plans and Government Communications policies;
- Represents the Unit at local and overseas meetings, conferences and others as required by the Director;
- Prepares responses to media enquiries and information requests, prepares related correspondence as instructed by the Director.

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Human Resource:

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends developmental and training activities to aid Direct Reports in attaining established professional and organizational goals;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of Direct Reports are clearly identified and addressed.

Required knowledge, Skills and Competencies

- Excellent knowledge of Public Relations and Communication strategies
- Sound knowledge of Government's communication policies and protocols
- Sound knowledge of and acquaintance with Public Sector Management
- Sound knowledge of research methods and data analysis
- Good interpersonal and people management skills
- Excellent oral and written communication skills
- Excellent customer relations skills
- Excellent leadership skills at the senior level
- Strong research and analytical skills
- Excellent problem solving and organizing skills
- Excellent decision making skills
- Ability to use initiative and exercise sound judgment
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Excellent strategic planning skills
- Ability to think creatively
- Competence in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelors Degree in Mass Communication from a recognized institution;
- Training in the field of Print, Electronic or Public Relations would be a distinct advantage;
- Practical experience and knowledge of the full range of communications, approaches, tools and methodologies essential to planning and executing effective communications strategies;
- At least five (5) years of professional experience in Journalism, Communications or Public Relations/Public Education.

Special Conditions Associated with the Job

- Required to work beyond normal working hours whenever the need arises;
- Travel locally and overseas as required.

Applications accompanied by résumés should be submitted **no later than Friday, 16th March, 2018 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

Email: jobs@opm.gov.jm

Please note that only short listed applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

A handwritten signature in blue ink, appearing to read 'M. Martinez', with a long, sweeping horizontal line extending to the right.

M. Martinez (Mrs.)
for Chief Personnel Officer (acting)