



OFFICE OF THE SERVICES COMMISSIONS
(Central Government)
30 National Heroes Circle
Kingston 4
Jamaica
Telephone: 922-8600
Fax: 924-9764
E-mail: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 28
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23rd January, 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 be assigned to the post of **Public Relations Officer (MCG/IE 2) – (Not Vacant)** in the **Ministry of Labour and Social Security**, salary range \$863,523 – \$1,026,458 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Public Relations Manager, the Public Relations Officer (MCG/IE 2) assists in disseminating the Ministry's Communications policies and programmes by informing and educating internal and external publics, as well as establishing and maintaining a consistent and positive image of the Ministry.

Key Responsibilities

Technical/Professional:

- Assists with the production and dissemination of in-house publication;
- Liaises and responds to enquiries from media, individuals and other organizations, often via telephone and email;
- Liaises with key spokespersons for media interviews etc.;
- Researches and prepares press releases/news features etc. to targeted media;
- Collates media coverage;
- Writes and designs in-house magazines, case studies and articles;
- Devises and co-ordinates photo opportunities;
- Assists in organizing events including press conferences, exhibitions, open days and press tours;
- Maintains and updates information on the Ministry's Website;
- Assists in improving or maintaining the reputation of the Ministry;
- Monitors media coverage to maintain Ministry's positive image.

Required Knowledge, Skills and Competencies

- Good knowledge of Public Affairs
- Excellent knowledge of the Ministry's policies and programmes
- Excellent Oral and Written Communication skills
- Good Interpersonal skills
- Ability to work in a team
- Ability to exercise sound judgment
- Integrity and ethics
- Good Problem-solving and Analytical skills

Minimum Required Qualification and Experience

- Bachelor of Arts in Mass Communication or Public Relations;
- Two (2) years' experience in Communication/Public Relations.

Special Conditions Associated with the Job

- Stressful and critical deadlines for completion of projects;
- Required to travel intra island;
- Required to work outside of normal working hours;
- Required to attend Conciliation and Wage Negotiation Meetings;
- Required to work independently.

Applications accompanied by résumés should be submitted **no later than Monday, 5th February, 2018 to:**

**Senior Director
Human Resource Management and Administration
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)**