



Office of the Services Commissions

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CIRCULAR No. 36 **OSC Ref. C.5850¹⁸**

17th February, 2026

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 following **vacant** posts in the **Ministry of Economic Growth and Infrastructure Development**:

1. **Corporate Communications Manager (MCG/IE 5)**, salary range \$5,198,035 - \$6,990,779 per annum;
2. **Web and Digital Content Officer (MCG/IE 3)**, salary range \$3,501,526 - \$4,709,163 per annum;
3. **Senior Inspector (GMG/AM 3)**, salary range \$2,190,302 - \$2,945,712 per annum;
4. **Executive Secretary 1 (OPS/SS 4)**, salary range \$2,190,302 - \$2,945,712 per annum.

1. **Corporate Communications Manager (MCG/IE 5)**

Job Purpose

Under the general direction of the Director, Corporate Communications and Public Relations, the incumbent is responsible for planning, co-ordinating, implementing, and facilitating communication strategies, corporate activities, initiatives and projects, to raise public awareness and provide information on the role, functions, and programmes of the Ministry.

Key Responsibilities

Management/Administrative:

- Develops and implements communication strategies aligned with the Ministry's goals and objectives.
- Oversees the development and dissemination of internal communication materials, including fora, articles, newsletters etc.
- Collaborates with the Public Relations Manager in designing and overseeing the production of visual and digital assets.
- Works collaboratively with the Communications and Media Specialist to develop social media content.
- Manages and implements the Ministry's Social Intervention Plan, strategies, and policies.
- Organizes stakeholder engagement events, including workshops, seminars, and community meetings, to foster dialogue and understanding.
- Ensures consistency and integrity in the Ministry's messaging and branding across all communication channels.
- Develops and implements a crisis communication and risk communication plan, protocols, and strategies to address and mitigate reputational risks effectively.
- Serves as a spokesperson for the Ministry during internal crisis situations.
- Leads the development, co-ordination, scheduling and promotion of policies, projects and programmes aimed at raising awareness about the Ministry's role, functions, and programmes internally.
- Conducts research to identify communication, education, and outreach needs to inform the development of targeted strategies and materials.
- Evaluates the effectiveness of corporate communication programmes through data collection and analysis and utilize the findings to develop strategies, programmes, and materials that address public needs effectively.
- Monitors print, electronic, and news media to stay abreast of topical issues relevant to the Ministry and develops strategies to address emerging issues and opportunities effectively.
- Liaises with the Ministry's Departments and Agencies and provide guidance in developing outreach and communication programmes, plans, and strategies, ensuring alignment with organizational goals and objectives.

- Fosters positive community relations through the planning and execution of events, ie. Open Days and involvement in community initiatives, that promote the Ministry's objectives and enhance public perception.
- Analyses communication trends and generates reports with findings.
- Monitors and evaluates the effectiveness of implemented strategies and where applicable, implements recommended solutions.
- Provides technical advice and support to the Ministry's Departments and Agencies.
- Collaborates with Divisional Heads to gain input on communication and outreach strategies and initiatives.
- Drafts messages for internal communication such as Booklets, Corporate and Strategic Plans etc.
- Drafts speeches for the Permanent Secretary and Minister, as requested.
- Prepares and submits proposals for communication initiatives, leveraging external resources to support strategic communication objectives and initiatives.
- Perform any other relevant duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Presentation skills;
- Ability to demonstrate good judgement;
- Creative thinking;
- Critical thinking;
- Research and analytical skills;
- Project Management;
- Interpersonal skills;
- Resource Management;
- Customer and quality focus.

Technical:

- Ability to draft speeches.
- Knowledge of analytical media monitoring and analysis tools.
- Ability to comprehend and articulate on diverse portfolio matters within the Ministry.
- Knowledge of local political, social, and economic environment.
- Comprehensive knowledge of survey methodologies.
- Experience in crisis communication management and media relations.
- Proficiency in Microsoft Office and Adobe Suite and familiarity with communication tools and platforms.
- Knowledge of current trends and best practices in corporate communications and public relations.
- Ability to utilize AI platforms to generate content.

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Relations, Communications, Journalism, or any related field.
- Four (4) years of experience in a Media and communications environment, with at least two (2) years managerial experience.

2. Web and Digital Content Officer (MCG/IE 3)

Job Purpose

The role of the Web and Digital Content Officer is to conceptualize, develop and execute social media and digital strategies across various social media and marketing platforms. This involves devising content and utilizing digital media to effectively communicate the Ministry's agendas and policies. The incumbent directly contributes to advancing corporate communications, public relations and branding objectives while enhancing the organization's online presence, driving brand awareness, and fostering meaningful engagement with stakeholders on websites and social media platforms.

Key Responsibilities

Management/Administrative:

- Represents the Branch at events, workshops, committees, and conferences, as necessary.
- Develops and oversees all graphics, social media, and digital content disseminated by the Ministry, ensuring alignment with the intended message and brand guidelines.

- Develops and reviews presentations and other materials, as needed.
- Offers technical advice and support to Senior Management, employees, and other relevant stakeholders, ensuring smooth functioning of digital platforms and campaigns.
- Generates routine and ad-hoc reports, as necessary.
- Develops Individual Work Plans.

Technical/Professional:

- Assists in the development and implementation of social media strategies, ensuring alignment with the Ministry's strategic goals and objectives.
- Generates, edits, publishes and shares engaging content daily for the Ministry's social media audiences, including website content, blogs, etc. to maintain a consistent online presence.
- Develops and implements new features to increase awareness of the Ministry's programmes and policies through promotions and competitions.
- Ideates and creates videos, photos, and graphics for the Ministry's social media platforms and other digital channels, ensuring content resonates with the target audience.
- Assists in the daily management of social media channels, including community management, scheduling, monitoring, and evaluating content.
- Utilizes listening and research tools to obtain insights and track campaign performance, informing content strategy development and optimization.
- Assists in the creation and execution of digital advertising campaigns.
- Liaises with the PR Team to ensure all content meets brand guidelines and communication standards to maintain brand consistency across all digital platforms.
- Collaborates with the Communications and Media Specialist to develop and optimize content.
- Ensures content adheres to appropriate policies and GoJ requirements, conducting necessary checks before publishing.
- Edits content, monitors content needs, proofreads, and creates videos and social media graphics, ensuring accuracy and visual appeals.
- Manages co-ordination and engagement in chat rooms, fora, webinars, and promotions for corporate activities.
- Collaborates with stakeholders and internal/external publics to gather information, make decisions, and provide recommendations on social media strategies and design issues.
- Provides guidance and support to portfolio Agencies and Departments under the Ministry, ensuring alignment with overall communication goals and strategies. Provides advice on social media tools, techniques, and applicability, serving as a subject matter expert on design and visual media, and offering counsel on graphics concepts and tactics.
- Compiles, develops, and delivers briefings, presentations, and other vehicles in support of social media operations, sharing lessons learned and best practices.
- Conducts research on current benchmark trends and audience preferences, informing content development and strategy refinement.
- Assists in the development of the Ministry's monthly social media plans, strategies and framework.
- Stays abreast of current technologies and trends in social media design tools and applications, making recommendations for adoption and implementation within the Ministry.
- Collaborates with the wider Ministry's creative team to ensure a consistent message and strategic focus in content creation, enhancing the overall user experience across digital platforms.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Creative thinking
- Analytical skills
- Project Management
- Interpersonal skills
- Manage limited resources to achieve outputs and targets
- Customer and quality focus

Technical:

- Strong knowledge in the use of Microsoft Office Suite and other relevant computer applications and systems
- Excellent knowledge of Facebook, Twitter, LinkedIn, Pinterest, Instagram, Google+ and other social media best practices
- Understanding of digital marketing principles such as search engine and social media optimization and web traffic metrics

- Good understanding of social media KPI
- Excellent knowledge of web design and publishing; and
- Ability to use video and picture editing Software's such as Photoshop, Canva and Adobe Premiere Pro.

Minimum Required Qualification and Experience

- Bachelor's Degree in Marketing, Communications, Digital Media, Journalism, or any related field.
- Certification in digital marketing, content creation, social media management or related areas are advantageous.
- At least 2-3 years of relevant experience.

3. Senior Inspector (GMG/AM 3)

Job Purpose

Under the general direction of the Director, Rent Services, the Senior Inspector is responsible for conducting inspections and investigations of rented premises to determine standard rent and ensure compliance with the Rent Restriction Act. The incumbent also facilitates the resolution of rental disputes between landlords and tenants.

Key Responsibilities

Management/Administrative:

- Represents the Unit at Parish Court, Rent Assessment Board Court, and meetings, as required.
- Attends Rent Board meetings and represents the Rent Assessment Board at meetings and conferences.
- Develops the monthly inspection schedule, assigns inspections to direct reports, and ensures inspections are conducted in accordance with the approved schedule.
- Prepares monthly, operational and ad-hoc reports.
- Contributes to the development of the Unit's Strategic Business and Operational Plan, Procurement Plan, and Budget.
- Develops Individual Work Plan in keeping with HRM&D principles/guidelines.
- Conducts staff's appraisals.

Technical:

- Processes applications for inspection.
- Conducts inspections and measurements of premises to support rent assessment.
- Prepares inspection reports and letters.
- Completes complaint forms.
- Reviews, investigates and assesses the nature of complaints received, ensuring timely processing and providing dispute resolution between landlord and tenants.
- Files orders at the Parish Court.
- Drafts claims for arrears, security deposits, and illegal increase of rent, and refer matters to the Tribunal.
- Communicates with landlords and tenants through appropriate channels to facilitate resolution of rent and tenancy issues.
- Refers cases requiring legal/law enforcement intervention to the Courts or Police under Section 27 of the Rent Restriction Act.
- Provides guidance and assistance to clients in preparing notices to quit and other tenancy-related documents.
- Serves summons and ensures that all related documentation is properly recorded and filed.

Required Knowledge, Skills and Competencies

Core

- Methodical
- Attention to detail
- Initiative
- Excellent interpersonal and problem-solving skills
- Excellent oral and written communication skills
- Effective planning and organizing skills
- Integrity and ethics

Technical

- Excellent knowledge of the Rent Restriction Act and related legislation.
- Good analytical and judgement skills.
- Dispute and conflict resolution skills.
- Use of Technology – proficient in Microsoft Office Suites.

Minimum Required Qualification and Experience

- Diploma/Certificate in Social Sciences or any related area of study.
- Specialized training in Conflict Management and Dispute Resolution.
- Two (2) years' working experience

Special Conditions Associated with the Job

- Required to travel island-wide to conduct property inspections and investigations.
- Frequent interaction with dissatisfied or distressed clients, requiring high levels of emotional intelligence, diplomacy, and conflict resolution skills.
- Must maintain strict confidentiality in handling client information and legal documentation.

4. Executive Secretary 1 (OPS/SS 4)**Job Purpose**

To provide administrative support to the Chief Technical Director in order to ensure that the operations of the office are effective and efficient in relation to communications and work assignment between the Chief Technical Director and his/her direct reports.

Key Responsibilities***Management/Administrative:***

- Provides secretarial and administrative support to the Chief Technical Director for efficient operations of the office.
- Composes letters/memoranda from general instructions.
- Processes incoming and outgoing correspondence in accordance with established guidelines.
- Responds to routine and other correspondence, as directed.
- Reproduces manuscripts and briefs prepared by the Chief Technical Director.
- Reproduces notes in an accurate and presentable manner, as directed.
- Assembles and disseminates information to internal and external personnel, as requested.
- Organizes meetings hosted by the Policy, Planning, Monitoring and Evaluation Division/CTD.
- Prepares Agendas for meetings and organizes relevant information and documents.
- Receives/hosts visitors to the Division/CTD.
- Produces Minutes of meetings.
- Maintains schedules for routine and special appointments for the Chief Technical Director, advising them of matters requiring prompt attention.
- Screen all visitors coming to the Division/CTD, making referrals to appropriate staff members within the relevant Branches.
- Make travel arrangements and prepares itinerary for local and overseas business trips.
- Answers telephone, screen, direct and return calls. Receive messages and provide information, when necessary for the Division/CTD.
- Exercises judgment with respect to urgency, confidential status and relative importance of all inquiries or messages.
- Copies and collates correspondence and distributes them to the various Branches.
- Maintains an effective filing system that allows security, and retrieval of documents/information in accordance with established standards.
- Maintains inventory of stationery and equipment.
- Undertake assignments specific to the Division assigned
- Maintains Diary of the CTD's engagements and issues reminders of these appointments.
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Division.
- Maintains harmonious relations with staff members and external contacts.

Required Knowledge, Skills and Competencies

Core:

- Excellent organizational skills.
- Excellent communication skills.
- Team-oriented with excellent interpersonal skills.
- Confidential

Technical:

- Excellent administrative and secretarial skills
- Proficiency in word processing and standard computer applications
- Knowledge of basic office management and records management
- Ability to interact with individuals from diverse cultural backgrounds

Minimum Required Qualification and Experience

- CXC or GCE O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;
OR
- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;
OR
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications, accompanied by résumés, should be submitted **no later than Tuesday, 3rd March, 2026, to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Infrastructure Development
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megic.gov.jm

Please note that only shortlisted 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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**