



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 48

OSC Ref. C. 6272¹⁸

6th March, 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 post of **Director, Corporate Communications and Public Relations (MCG/IE 6) (vacant)** in the Executive Office, **Office of the Cabinet**, salary range \$6,333,301 - \$8,517,586 per annum.

Job Purpose

Reporting to the Permanent Secretary/Cabinet Secretary, the Director of Corporate Communications and Public Relations is responsible for developing communication strategies and programmes to support the communication needs (public relations, information output, media requests, website content and social marketing) of the Executive Office, Divisions/Units in the Office of the Cabinet (OC).

The Director of Corporate Communications and Public Relations will provide day-to-day management of programmes designed to position the Executive Office, Office of the Cabinet, to drive the transformation of governance across all entities within the portfolio. This role will support the promotion of the Ministry's coordinating and integrative functions across sectors, while facilitating the development of partnerships with communities, citizens, civil society, and all Government Organisations.

Key Responsibilities

Management & Administrative

- Provides technical advice and support to the Permanent Secretary/Cabinet Secretary, the National Security Advisor and other Senior Managers in the Office of the Cabinet on issues relating to communication;
- Coordinates the research, development and implementation of programmes, new initiatives and procedures to effectively support objectives, while responding to modern communication, information and customer service approaches;
- Prepares and submits performance and other reports, as required;
- Leads the development of communication programmes for the Office of the Cabinet to inform the policies and plans of the Office of the Cabinet and its Departments;
- Participates in the production of Annual Report for the Office of the Cabinet;
- Liaises with key stakeholders on communication issues and prepares/provides responses; and
- Co-ordinates public relations and communication activities for the Office of the Cabinet and its departments.

Technical/Professional

- Develops Strategic Communications and Information Plan (CIP) for the Office of the Cabinet in collaboration with the Permanent Secretary/Cabinet Secretary;
- Identifies and addresses the emerging communication needs of the respective Divisions and Units in the Office of the Cabinet and develops mechanisms to monitor and assess these needs;
- Maintains a summary of internal and external information needs and develops/refines the communication strategy to enhance communication;
- Develops and implements policies and strategies to promote the Office of the Cabinet's visibility in local, national, and international markets, and project a positive image to both external and internal stakeholders using print, radio, television media and the Internet;
- Monitors the print, electronic, and online Media for issues and events with implications for the Office of the Cabinet and its departments, advise the Permanent Secretary/Cabinet Secretary and propose/draft appropriate interventions/responses;
- Develops and implements a comprehensive National Strategic Communication Programme to enhance public information, awareness, engagement, and support for all national policies and related policy initiatives originating from the Ministry and its Departments, including national security, human security;
- Develops central themes and messages and communicates to stakeholders, media through the Office of the Cabinet;

- Develops mechanisms for consultative strategies to be employed to build trust and new partnerships among Government Ministries, Departments and Agencies, the citizens and civil society;
- Identifies and introduces methods to keep the media, stakeholders and the public informed of the work of the Office of the Cabinet and its Departments (public education, participation and partnership building);
- Develops/recommends/implements programmes within assigned portfolio, which will promote a positive image of the Office of the Cabinet and its Departments;
- Develops appropriate communication and information sharing strategies, to ensure that relevant information is shared with the media, public and internal and external stakeholders;
- Supports network communication through developing and making use of new communication strategies and technology;
- Publishes priority areas and/or major events, as directed;
- Assists in the documentation of dissemination of methodologies relating to participatory/consultative processes being employed by the Office of the Cabinet, including best practices and lessons learnt;
- Liaises with managers and staff in the Office of the Cabinet and its Departments on public relations matters and provides guidance/support, as needed;
- Prepares/Edits speeches, briefs, feature articles, audio/visual materials, brochures, e-newsletters, booklets, flyers and special reports for the Permanent Secretary/Cabinet Secretary and National Security Advisor;
- Coordinates effective monitoring of the media and assists in preparing prompt and correct responses, as well as ensuring that remedial actions are taken, as appropriate;
- Collaborates with JIS and other media houses, as necessary (establishes and maintains an effective working relationship with the media);
- Provides communication support for external events planned by the Office of the Cabinet, ensuring appropriate communication protocols are established;
- Arranges and manages press coverage of all events involving the Office of the Cabinet, the Office of the National Security Advisor; attends such events and provides communication support, including media liaison and management;
- Liaises with media and handle requests for interviews, statements etc;
- Researches and prepares news/press releases, articles and features for mass media and company website updates, including newsletters, blog posts and infographics;
- Manages the development of internal publications such as newsletters, brochures, email announcements, planned publications, on-line, intranet, video, special projects and assignments;
- Monitors and responds to developments in the media and the public arena that may impact the image of the Cabinet Secretary, National Security Advisor and by extension the wider Office of the Cabinet;
- Manages media inquiries and coordinate press conferences, interviews, and events;
- Manages outputs delivered by public relation firms as required;
- Uses appropriate technologies to promotes the image and works of the Office of the Cabinet and its Departments;
- Develops, leads and maintains crisis communication strategies and plans; in the event of a high-concern situation, coordinates all communication components;
- Develops programmes, systems and procedures to manage complaints by external customers, thereby ensuring resolution of problems;
- Provides coordinating mechanisms for collaboration, consultation and information sharing among Ministries, Departments and Agencies, to facilitate discussions as they relate to serving the people of Jamaica;
- Directs the development of key indicators to measure the performance of communication and Information programmes within the Office of the Cabinet and its Departments;
- Leads the development of mechanisms for monitoring customer feedback, and measuring customer satisfaction with the quality of information being delivered in the wider society;
- Develops appropriate communication and information sharing strategies, to ensure that pertinent information is shared with the media, as well as the internal and external customers.

Supervisory

- Manages the welfare and development of direct report(s) by developing Work Plans, conducting performance evaluations, preparing performance appraisals, identifying/recommending training and development programmes;
- Provides leadership and guidance to direct report(s) through effective planning, delegation, communication, coaching, mentoring and training, providing assistance and support as needed;
- Convenes monthly meetings with direct report(s) to:
 - sensitize/remind them of the policies, procedures and regulations of the Ministry; and
 - discuss strategies and plans of achieving the Unit's objectives;

- Recommends vacation/department leave for direct reports in keeping with established human resource policies;
- Makes provisions for direct reports to have adequate and appropriate resources to enable them to undertake their duties efficiently and effectively;

Required Knowledge, Skills and Competencies

Core

- Integrity/Confidentiality
- Excellent leadership and management skills
- Excellent presentation, oral and written communication skills;
- Excellent interpersonal and customer relations skills (ability to communicate effectively with all types of customers, and to give meaningful instructions/guidance); and
- Networking, teambuilding and relationship-building skills (ability to build and use formal and informal networks to achieve results).

Technical

- Excellent media relations skills;
- Excellent time and project management skills;.
- Strong research and analytical skills;
- Excellent judgement, problem-solving and decision-making skills;
- Demonstrates initiative and creativity (ability to effectively express ideas and organize and appropriately deliver information;
- Displays emotional resilience and the ability to withstand pressure on on-going basis;
- Ability to communicate effectively with all types of customers, and to give meaningful instructions/guidance;
- Ability to design programmes, write and effectively communicate with the print and electronic media, as well as the public;
- Knowledge of government policies and procedures;
- Knowledge of Public Relations and Communication strategies;
- Knowledge of the full range of communications, approaches, tools and methodologies;
- Knowledge of Government communication policies and protocols;
- Knowledge of global influences and trends in the communications and journalism fields; and
- Proficient in the use of relevant computer applications including Microsoft Office Suite (Word, Excel, PowerPoint), communications technology (internet).

Minimum Required Education and Experience

- Master's Degree in Mass Communications or Public Relations, Journalism or any other related field from a recognised institution.
- At least three (3) years' experience at a senior level in the field of professional communications or journalism, including (but not limited to) work in public relations in Government settings, and working in an organisation of similar size and complexity.
- Experience in developing quality, comprehensive Communication Plans and Strategies.
- Training in State Protocol would be an asset.

OR

- Bachelor's Degree in Mass Communications or Public Relations or Journalism, or any other related field from a recognised institution.
- At least five (5) years' experience at a senior level in the field of professional communications or journalism, including (but not limited to) work in public relations in Government settings;
- Experience in developing quality, comprehensive Communication Plans and Strategies.
- Training in State Protocol would be an asset.

Special Conditions Associated with Job:

- Required to work beyond normal work hours and on weekends, whenever the need arises.

Applications accompanied by Résumés should be submitted **no later than Thursday, 19th March, 2026 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 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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal flourish extending to the right.

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