



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. 339

12th August, 2022

OSC Ref. C. 6222¹⁰

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/be assigned to the following posts in the **Post and Telecommunications Department**:

Manager, Corporate Communications and Public Relations (MCG/IE 5) – (Vacant), salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Senior Director Corporate Services, the Manager, Corporate Communications and Public Relations is responsible for developing, implementing and managing an effective Communication and Public Relations Programme for the Post and Telecommunications Department (PTD). The Director is also responsible for creating sound strategies that will sustain a positive brand image for the Department.

Key Responsibilities

Management/Administrative:

- Develops and monitors the implementation of the Branch's Operational Plan and Budget;
- Develops Individual Work Plan ensuring alignment to the Operational/Unit Plan for the Unit;
- Ensures that the work of the Branch carried out as planned and agreed targets achieved;
- Develops mechanisms to respond to media requests/queries in a manner which will consistently project a positive image of the Department;
- Co-ordinates the production of routine and special reports on the communication matters of the PTD;
- Provides updates and edits all information to be posted to the Post and Telecommunications Department and other communication media;
- Maintains membership in professional affiliation with local, regional and international media practitioners;
- Represents the Unit/Department at meetings/conferences and other functions as necessitated.

Technical/Professional:

- Develops and oversees the implementation of the Department's Communication strategies and Plans;
- Directs the development of Department's Public Educations Programmes;
- Plans and co-ordinates the execution of press conferences, press tours, launches and other PR related events and activities;
- Co-ordinates and ensures that appropriate policies and procedures are in place to guide the communications related operations of the Department;
- Provides strategic communication counsel and technical advice to the Postmaster General and Senior Management Team on issues of Communication, Public Relations and Information Management;
- Directs and co-ordinates research on matters for public dissemination;
- Prepares speeches, briefs, position papers, etc. and reviews those prepared by staff;
- Ensures that all media enquiries are handled effectively and appropriately;
- Establishes mechanisms to monitor the Print and Electronic Media and prepares timely responses to issues that are relevant to the Department;
- Collaborates with Senior Management Staff to develop appropriate internal communications for staff;
- Plans and co-ordinates the execution of formal and informal functions and other Public

Relations events on behalf of the Department;

- Directs and co-ordinates media coverage for official functions;
- Conducts Risk Assessment of the Department's Communication Strategies;
- Develops Risk Mitigation strategies to protect the image of the Department;
- Manages the implementation of crisis communications strategies ensuring effective media management of sensitive information;
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- Manages the implementation of crisis communications strategies ensuring effective media management of sensitive information;
- Develops and maintains strategic working relationships with key stakeholders, including media representatives to inform, educate and provide support which aids the promotions of the Department's Mandate;
- Monitors social, economic and political trends that may have an adverse or positive effect on the Post and Telecommunications Department;
- Develops strategies to capitalize on opportunities and mitigates any negative impact on the Department;
- Develops and implements appropriate mechanisms to measures and evaluate delivery of information relating to the Department;
- Leads the arrangements for Media Sensitization Training;
- Drafts and reviews new Communication Policies and Programmes.

Human Resource Management:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to direct reports through effective objective setting, delegation, and communication processes;
- Provides guidance to direct reports through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that training and other needs of direct reports are adequately identified and addressed;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations which affect the Branch;
- Participates in the recruitment of direct reports for the Branch;
- Recommends Vacation Leave for direct reports in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established human resource policies.
- Performs other related duties that may be assigned.

Required Knowledge, Skills and Competencies

- Knowledge of the Media Landscape
- Knowledge of Communication Strategies and Techniques
- Knowledge of Media and Public Relations protocol
- Knowledge of the Access to Information Act
- Knowledge of The Government of Jamaica's and Post and Telecommunications Department's policies, rules and regulation
- The ability to foster and maintain a good working relationship with the Media.
- Good interpersonal skills
- Good oral and written communication skills
- Good planning and organizing skills
- Good problem solving and decision making skills
- Good leadership skills

Minimum Required Qualification and Experience

- Master's Degree in Media/Communications Studies, Mass Communication, Public Relations or a related discipline;
- Five (5) years' experience in a Media and communications environment, with at least three (3) years in a management capacity;

OR

- Bachelor's Degree in Media/Communications Studies, Mass Communication, Public Relations or a related discipline;
- Eight (8) years' experience in a Media and communications environment, with at least four (4) years in a management capacity.

Special Conditions Associated with the Job

- Required to work continually under stressful conditions to respond to communications mutterers without prior notice
- Required to travel locally and overseas
- Required to possess a valid Drivers' Licence and a reliable motor vehicle
- Required to work beyond normal working hours at times to meet deadlines
- Required to respond to matters of public interest without prior notice

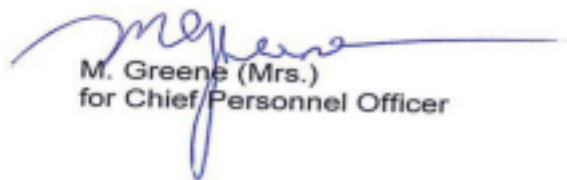
Applications accompanied by résumés should be submitted **no later than Thursday, 25th August, 2022 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.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
