



Jamaica Defence Force (Civilian)

CAREER OPPORTUNITY

We invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following civilian post in the **Jamaica Combined Cadet Force (JCCF)**:

1. **Public Relations/Media Officer (MCG/IE 4), (1 Position Vacant)** – Salary Range \$4,266,270 - \$5,737,658 per annum and any allowance(s) attached to the post.

1. Public Relations/Media Officer (MCG/IE 4)

Job Purpose

Under the direct supervision of the Director, Jamaica Combined Cadet Force, the incumbent is to provide support the operations of the Division to advance a positive image of the organization by effectively representing its policies, programmes, services and activities to internal and external customers and the general public.

2. Key Responsibilities

- Implements the organization's public education programmes, utilizing the mass media and public forums to foster greater understanding and public awareness.
- Monitors the organization's programmes and policies.
- Develops communication initiatives for radio, television and print media in consultation with key stakeholders.
- Prepares and disseminates information to the media, public and private organizations and the general public.
- Develops periodicals and other publications.
- Advises management on public relations issues.
- Provides internal and external feedback on the impact of the organization's initiatives and programmes.
- Develops and implements effective communication strategies to sensitize staff about policy decisions, activities and developments within the organisation.
- Coordinates and develops communication strategies for the Ministry in collaboration with portfolio agencies.
- Organizes press briefings, receptions, conferences and other special events on behalf of the organisation.
- Prepares speeches for senior members of staff.
- Ensures media coverage for the organizations functions to include major camps.
- Attends meetings and prepares reports.
- Assists in the preparation of the Unit's budget.
- Produces special publications on behalf of the JCCF such as (Annual Reports, feature articles and advertisements.)
- Advises the Manager consequences of the Ministry's action which may impact stakeholders.
- Establishes and maintain effective working relationships with representatives of the media.
- Arranges and co-ordinate press conferences, seminars and consultation.
- Develops press releases and interviews to all types of media, in a bid to educate stakeholders and the public in general on the functions/mission of the JCCF.

- Enhances and maintains a positive corporate image of the organisation to the public.
- Contributes to internal communication channels.

Other responsibilities:

- Performs other related functions assigned.

3. Required Knowledge, Skills and Competencies

Core

- Oral & written Communication
- Customer & Quality Focus
- Teamwork & Cooperation
- Integrity
- Compliance
- Interpersonal Skills
- Change Management

Technical

- Sound oral and written communications skills
- Sound research, analytical and storytelling skills
- Knowledge of grammar usage and editorial style guidelines
- Ability to synthesize and analyze information quickly
- Ability to maintain the utmost discretion and diplomacy in interacting with high-level individuals and maintain confidences at all times
- Ability to work in a fast-paced environment, while balancing competing priorities and managing multiple assignments
- Ability to be flexible and self-motivated in order to deliver high quality work
- Advanced IT skills in relation to Word, PowerPoint and Publisher

4. Minimum Required Qualification and Experience

- BA. Degree in Mass Communications or equivalent qualification
- Specialized training in Public Relations
- Expertise in event planning and management
- Experience in planning, developing and implementing PR strategies
- Three (3) years' experience as a Communications Practitioner.

5. Special Conditions Associated with the Job

- Typical office environment;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Office located some distance from the main entrance;
- Maybe subjected to limitations based on JDF's rule.

Applications accompanied by resumes should be submitted via email **ONLY** to jobopps.jdfciv@mns.gov.jm **NO LATER THAN Friday, October 18, 2024 to:**

**Director, Human Resource Management & Administration
Human Resource Management & Administration (Civilian) Section
Jamaica Defence Force
Up Park Camp
Kingston 5**

Please note that only shortlisted applicants will be contacted.