



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of: -

DIRECTOR, PUBLIC AFFAIRS & COMMUNICATIONS (MCG/IE 6) PUBLIC AFFAIRS AND COMMUNICATION BRANCH

(SALARY SCALE/ PAY BAND 10): \$5,597,715.00 - \$7,165,549.00

JOB PURPOSE:

The incumbent is responsible for planning and implementing the Ministry's strategic integrated communication strategy within an approved budget framework, ensuring the provision of accurate, consistent and timely dissemination of information, and providing expert communication advice. This is geared at increasing awareness and public education while enhancing the Ministry's brand image and being responsive to communication needs.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Develops and implements the Ministry's strategic integrated public affairs and communication strategy aligned with the Ministry's strategic objectives;
- Monitors the development and implementation of the Ministry's Communication Plan;
- Establishes reporting frameworks to evaluate return on investment on the various public affairs and communication initiatives;
- Develops communication guidelines and protocol for all Ministry staff and the staff of the Ministry's portfolio Department and Agencies;
- Organizes and supports press conferences, receptions and official visit for the Ministry in conjunction with the Permanent Secretary and the Ministry senior management team;
- Arranges and coordinates press, radio and television interview for the Honorable Minister (s), the Permanent Secretary and other key personnel within the Senior Management Team;
- Establishes processes, systems and control to enable achievement of the unit's objectives effectively and efficiently;

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- At least a first degree with specialization in public affairs and communication from a recognized tertiary institution;
- A minimum of three (3) years management experience in the communication and public affairs field with demonstration ability to handle all media types ideally across the public and private sectors
- Demonstrated experience in media and stakeholder relations management to include senior officials.

SPECIFIC KNOWLEDGE SKILLS AND ABILITIES

- Excellent leadership, coordination and time management skills;
- Excellent human relations and negotiations skills;
- High levels of integrity and professionalism;
- Excellent knowledge of the GOJ Communication and Protocol Policy;
- Knowledge of Procurement;
- Sound analytical, problem-solving and sound judgment skills;
- Strong human resource management and development skills;
- Excellent written and oral communication skills;
- Ability to provide advice, guidance and support to the Ministry's stakeholders;
- Ability to manage complex, demanding work environment, manage workloads and prioritize among conflicting demands;

- Sound understanding of government operations, management and practices, including a strong appreciation of the interconnectedness of government entities involved in and/or impacting national security;
- Working knowledge of financial management and budgeting;
- Working knowledge of relevant information and communication technologies;
- Strong organizational and project/programme management skills;
- Excellent knowledge of government policy and planning processes;

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal working environment
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Willingness to travel locally and internationally;
- Critical deadlines for completion of tasks;

Interested persons should forward their applications and resume **NO LATER THAN NOVEMBER 29, 2024** to the: -

Director, Human Resource Management and Administration
Human Resource Management and Administration Branch
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Director, Public Affairs & Communications (MCG/IE 6)

Please note that we thank all for responding but only shortlisted applicants will be contacted.

The Ministry respects data privacy and will not share personal data without the individual's consent. The information received will be used solely for the purpose of the recruitment and selection process in relation to the position as advertised.