



Ministry of National Security and Peace

CAREER OPPORTUNITY

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

PUBLIC RELATIONS OFFICER (MCG/IE 4) – VACANT **CORPORATE COMMUNICATIONS AND PUBLIC RELATIONS BRANCH**

SALARY SCALE: \$4,479,584.00 – \$6,024,541.00

JOB PURPOSE:

Under the general direction of the Public Relations Manager, the Public Relations Officer is responsible for providing assistance and support to the development, implementation and evaluation of the Ministry of National Security (MNS) public relations plans, programmes and strategies.

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

KEY RESPONSIBILITIES:

1. Technical/Professional Responsibilities

- Assists the Public Relations Manager, in planning, coordinating, and executing Public Relations activities and events to promote a positive image of the Ministry;
- Researches and drafts speeches for senior executives in the MNS;
- Assists with writing and distributing news releases announcing important Ministry information and events;
- Responds to enquiries from the public, media and other organizations;
- Coordinates mass-mailings of internal and external communication materials;
- Organizes and represents the Ministry at events including press conferences and launches, exhibitions, open days, functions and press tours etc;
- Maintains professional and effective working relationships with the media, civic communities and other interest groups;
- Liaises with the Jamaica Information Service to secure special services such as air time, photography, multimedia projection, etc;
- Arranges interviews with journalists and professional photo shoots for media publications and records special events;
- Assists in planning and executing external opinion surveys, including design & administration, as well as the collation and evaluation of feedback;
- Updates and maintains the Ministry's online calendar of events;
- Monitors the print, electronic and news media, and develops strategies for dealing with topical issues relevant to area of responsibility;
- Maintains the MNS' electronic photographic archives;
- Observes and reports on social, economic and political trends that might impact the organization's public relations strategy;
- Keeps abreast of the new methods and developments in Public Relations, especially in the context of the Public Service.

2. Management/Administrative Responsibilities

- Contributes to the development of the Division's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Prepares reports and project documents as required;
- Prepares and delivers Media & Communications related presentations as needed;

- Performs all other duties and functions as may be required from time to time.

REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:

- Excellent judgment skills
- Ability to influence and motivate others
- Good research, analytical and storytelling skills
- Knowledge of grammar usage and editorial style guidelines
- Ability to synthesize and analyze information quickly
- Ability to work in a fast-paced environment, while balancing competing priorities and managing multiple assignments
- Advanced use of Technology (Word, PowerPoint and Publisher)
- Customer & Quality Focus
- Interpersonal Skills
- Team work & Co-operation
- Initiative
- Oral and Written Communication
- Planning & Organizing

MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree in Public Relations, Media/Communication Studies, Mass Communication, Public Relations or a related discipline;
- Two (2) years experience in a Public Relations/Media and communications environment.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degree of pressure;
- May be required to travel locally and overseas to attend conferences, seminars and meetings;
- May be required to work outside of normal working hours.

Interested persons should forward their applications and résumés **NO LATER THAN Tuesday, November 3, 2026**, to the: -

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

Subject: Public Relations Officer (MCG/IE 4)

We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted

The Ministry wishes to assure applicants that your personal data will be used for the purposes of recruitment and selection exercise related to career opportunities within the Ministry.