



The Department of Correctional Services

Applications are invited from suitably qualified persons to fill the following post within the Department of Correctional Services:

1. PUBLIC RELATIONS OFFICER (MCG/IE 3)

Salary Rate: (\$1,012,403 - \$1,203,430) per annum and all other applicable allowances.

JOB PURPOSE:

The incumbent manages the release of information flow to the various media houses by screening, editing and composing to protect and promote the image of the organization.

Duties and Responsibilities:

MANAGEMENT/ADMINISTRATIVE

- Participates in the development of the operational plan for the Division.
- Provides periodic progress reports on the overall work of the Division.

TECHNICAL/PROFESSIONAL

- Manages the release of information flow to the various media houses by screening, editing and composing to protect and promote the image of the organization.
- Develops damage control measures, to protect/restore the image of the organization.
- Conducts daily content analysis of news items and develop appropriate responses.
- Coordinates press briefings, media launches and events.
- Develops and implements the public education programmes geared at stimulating interest in the work of the Department.
- Researches, prepares and reviews speeches, statements and press releases for the Commissioner.
- Provides advice on the most appropriate and effective means to communicate.
- Manages the development of the Website frame work, conduct regular review for content accuracy and currency, and provide content material.

- Provides technical advice and guidance on the production of promotional material.

PERFORMANCE STANDARDS:

- Progress reports are submitted within the established timeframe.
- Press briefings, media launches and events are held in accordance with established guidelines.
- Public education is programme developed and implemented within established guidelines.
- Speeches and statements are prepared in accordance with established guidance.
- Website content is managed in accordance with established requirements.
- Control measures are developed within established timeframe.
- Staff welfare is clearly identified and addressed.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree in Mass Communication plus three (3) years experience in similar capacity or;
- Diploma in Mass Communication plus five (5) years media experience;
- Training in the field of either; Print, Electronic, Advertising, Marketing or Public Relations would be a distinct advantage;

Specialized Training:

- Speech Writing, News Writing
- Adobe Photo Shop Illustrator/Graphics

Applications accompanied by resume should be submitted no later than Monday, December 11, 2017 to:

Senior Director, HRM/Administration
Department of Correctional Services
5-7 King Street, Kingston
or
Email: hrm.dcsj@cwjamaica.com

NB: Only shortlisted applicants will be contacted.