



MINISTRY OF EDUCATION, YOUTH & INFORMATION
CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following **vacant position**:

Director (MCG/IE 6)
Corporate Communications & Public Relations Division

Job Purpose

Under the general direction of the Permanent Secretary the incumbent is responsible developing, implementing and managing an effective communication and public relations programme for the Ministry of Education, Youth & Information (MoEY&I) and monitors the public relations and communication programmes of entities which fall directly under the portfolio of the Ministry in support of the Ministry's strategic goals and objectives. The Director also holds responsibility for the development and implementation of communications and issues management strategies, responses to contentious media issues.

Key Responsibility Areas:

Technical / Professional Responsibilities

- Develops and oversees the implementation of the Ministry's communication strategies and plans;
- Directs the development of public education programmes;
- Coordinates and ensures that appropriate policies and procedures are in place to guide the communications related operations of the Ministry;
- Provides strategic communication counsel and technical advice to the Permanent Secretary and senior management team on issues of communication, public relations and information management;
- Directs and coordinates 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 Ministry;
- Collaborates with senior MoEY&I staff to develop appropriate internal communication for staff;
- Plans and coordinates the execution of formal and informal functions and other public relations events on behalf of the Ministry;
- Directs and coordinates media coverage for official functions;
- Conducts risk assessment of the Ministry's communications strategies;
- Develops risk mitigation strategies to protect the image of the Ministry;
- Manages the implementation of crisis communication strategies ensuring effective media management of sensitive information;
- Develops, fosters and maintains strategic working relationships with key stakeholders, including media representatives to inform, educate and provide support which aids the promotion of the Ministry's mandate;
- Monitors social, economic and political trends that may have an adverse or positive effect on the MoEY&I;
- Develops strategies to capitalize on opportunities and mitigate any negative impact on the MoEY&I;
- Develops and implements appropriate mechanisms to measure and evaluate delivery of information relating to the Ministry;
- Leads the arrangements for media sensitization training;
- Drafts and reviews new communication policies and programmes.

Management/Administrative Responsibilities

- Develops and monitors the implementation of the Division's operational plan and budget;
- Ensures that the work of the Division is 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 Ministry;
- Coordinates the production of routine and special reports on the communication matters of the MoEY&I;
- Provides updates and edits all information to be posted to the Ministry of Education's Youth & Information website and other communication media;

- Maintains membership in professional affiliation with local, regional and international media practitioners.

HR Responsibilities

- Provides leadership to staff through effective objective/goal setting, delegation, and communication;
- Monitors the routine operations of the Section and oversees and/or participates in the review and evaluation of the work of staff members;
- Identifies and manages the developmental and welfare needs of staff in the Division;
- Implements and maintains the established HR management systems;
- Conducts performance appraisal of staff for required purpose;
- Collaborates with the Corporate Services Division in developing and implementing a succession planning programme to ensure continuity of skills and competencies in the Section and personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and promotes collaborative working across Divisions/Units;
- Ensures that training and other development needs of employees are adequately identified and addressed;
- Develops and manages the performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff, and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge for the section by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the Division and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends/ administers disciplinary action in keeping with established human resource policies;
- Conducts monthly and other ad hoc staff meetings;

- Ensures staff adheres to the policies and procedures of the Ministry and the Division;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively.

Required Competencies:

Core

- Excellent presentation, oral and written communication skills;
- Interpersonal and negotiating skills;
- Excellent planning, organizing, research and analytical skills;
- Demonstrated ability to exhibit a high level of initiative, professionalism and confidentiality
- Ability to motivate and influence others.

Technical

- Excellent knowledge of the media landscape;
- Excellent knowledge of communication strategies and techniques;
- Comprehensive knowledge of Government of Jamaica's and the Ministry of Education, Youth and Information's policies, rules and regulations;
- Ability to foster and maintain a good working relationship with the media;
- Sound knowledge of Media and Public Relations protocol;
- Sound knowledge of the Access to Information Act;
- Proficiency in the use of relevant computer applications.

Minimum Required Education and Experience

- Master's Degree in Media/Communication 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 management capacity.

OR

- Bachelor's Degree in Media/Communication 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 management capacity.

Specific Conditions associated with the job

- Normal office environment;
- Required to work continuously under stressful conditions to respond to communications matters without prior notice;
- Required to travel locally and overseas;
- Possession of 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.

Remuneration Package:

Salary scale - \$2,453,125.00 – \$2,844,873.00 per annum along with any other allowance(s) attached to the post.

Interested persons are invited to submit an application with résumé no later than **Sunday, January 30, 2022** to the address presented below.

**Director – Human Resource Management
Ministry of Education, Youth & Information
2- 4 National Heroes Circle
Kingston 4**

OR

Email: jobapplications@moe.gov.jm

Subject: “Director (MCG/IE 6) – Corporate Communications & Public Relations Division”

We thank all applicants for expressing an interest; however, only shortlisted candidates will be contacted.