



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 AND COMMUNICATIONS (MCG/IE 6) - VACANT

SALARY SCALE: \$2,453,125.00 - \$2,915,995.00
TRAVELLING ALLOWANCE: \$894,924.00 Per Annum with Motor Vehicle;
\$362,472.00 Per Annum without Motor Vehicle:

JOB PURPOSE:

The incumbent is responsible for planning and implementing the Ministry's integrated communication strategy and ensuring the provision of accurate and consistent information. This is a part of efforts geared at increasing awareness and enhancing the Ministry's public image while being responsive to the communication needs.

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

KEY RESPONSIBILITIES:

To lead the development and implementation of the Ministry's Integrated Communication Strategy:

- Develops and implements the Ministry's integrated public affairs and communication strategy aligned with the strategies;
- 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 officials visit for the Ministry in consultant with the Permanent Secretary and the Ministry senior management team;
- Arranges and coordinates press, radio and television interview for the Honourable Minister, 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;

To act the Ministry's liaison and communication expert:

- Serves as the ministry primary media coordinator and take the lead in organizing appropriate response through the relevant officials to media inquiries;
- Establishes and maintains relationships with key media personnel to secure and increase the Ministry's media coverage;
- Prepares Press Releases and speeches on behalf of the Ministry;
- Conducts workshops in a bid to strengthen communication capacity within the Ministry;
- Liaises with other Government Ministries and Agencies and special interest groups regarding the development of joint communication activities related to the national security;
- Co-ordinates media and public affairs activities;
- Manages the maintenance of a stakeholder directory of relevant media representatives, public relation managers, information officers and other persons of interest with whom the Ministry interacts;
- Provides briefing and technical guidance to senior ministry staff involved in public relation as appropriate;

To oversee the establishment and implementation of mechanisms to monitor the Ministry's presence on traditional and social media platforms:

- Monitors press stories relating to national security and maximizes opportunities for positive public relations;
- Oversees the development and implementation of the social media initiatives and programmes of the Ministry;
- Keeps up to date with advances in traditional and social media technology to better address communication needs;
- Reports on social media mentions of the Ministry and forwards information to relevant personnel for action as necessary;

To manage and ensure the delivery of the Ministry's internal communication initiatives and programmes:

- Develops content and manages the delivery of information within the Ministry;
- Leads the research and development of new products and services to meet and address internal communication gaps;
- Collaborates with other directors and senior staff and the ministry senior management team to ensure consistency of approach and message in all ministry communication and public affairs activities;
- Liaises with the Ministry's Heads of Divisions and Branches to determine public relations needs;

To lead and manage the Public Affairs and Communication Branch in the achieving its strategic objectives and performance targets:

- Plans, organizes and directs the work of the Branch by overseeing the development of the Strategic Business, Operational and Work Plans and Budget;
- Oversees the annual communications budget and ensuring its use is fully maximized;
- Develops and manages the performance of the Branch and staff including transferring skills, setting performance targets, monitoring performance, providing feedback and arranging for training;
- Undertakes human resource related duties including selection and training for the Unit's staff in accordance with the requisite guidelines;
- Utilizes management tools such as succession planning/training, job rotation and job enrichment to motivate and empower employees;
- Ensures the Unit's strategic goals are clearly communicated to staff;
- Submits periodic reports as required.

MINIMUM QUALIFICATION AND EXPERIENCE

- A First Degree with specialization in Public Affairs and Communication from a recognized tertiary institution;
- A minimum of five (5) 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

- 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;
- 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;
- Working knowledge in preparing Cabinet Submissions/Notes;
- 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;

Interested persons should forward their applications and résumés` **NO LATER THAN Friday, August 20, 2021** to the:

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

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

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