



# Ministry of National Security

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## 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: \$4,947,565.00 – \$6,653,925.00**

#### **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:**

- Develops and implements the Ministry's integrated public affairs and communication strategy;
- Prepares Press Releases and speeches on behalf of the Ministry;
- 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 (s), the Permanent Secretary and other key personnel within the Senior Management Team;
- 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;
- 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 manager's 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;
- 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;
- Establishes processes, systems and control to enable achievement of the unit's objectives effectively and efficiently;

- 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;
- Ensures the Unit's strategic goals are clearly communicated to staff;
- Submits periodic reports as required.

#### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- BSc in Media and Communications 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 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;
- Sound analytical, problem-solving and sound judgment skills;
- Excellent written and oral communication skills;
- 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**

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;

Interested persons should forward their applications and resume **NO LATER THAN Friday, January 27, 2023** to the:

Director, Human Resource Management and Administration  
 Human Resource Management and Administration Branch  
 Ministry of National Security  
 4<sup>th</sup> Floor North Tower  
 2 Oxford Road  
 Kingston 5  
 Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Director, Public Affairs & Communications**

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