



Ministry of National Security

CAREER OPPORTUNITY

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

PUBLIC RELATIONS MANAGER (MCG/IE 5) - VACANT

SALARY SCALE: \$5,198,035.00- \$6,990,779.00 PER ANNUM

JOB PURPOSE

The Public Relations Manager is responsible for developing, implementing and evaluating public relations plans, programmes and strategies aimed at establishing and maintaining goodwill and mutual understanding between the Ministry and its various stakeholders and the preservation and enhancement of the Ministry's reputation and image.

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

KEY RESPONSIBILITIES

- Develops and implements strategic public relations plans, programmes and projects to inform the public, to increase public understanding, and to obtain support and cooperation from the public;
- Updates and maintains the MNS' calendar of events;
- Develops public education and information materials, presentations and displays – including contributing to the MNS' newsletters, FAQs, fact sheets, media/new media outreach and website content;
- Organizes and participates at community outreach activities to educate the broader community about the MNS policies, programmes and projects;
- Researches, writes and edits speeches for the Ministers, Permanent Secretary and other senior executives for MNS events and various speaking engagements, including high impact internal and external audiences;
- Writes and distributes news releases and announces important MNS information and events;
- Manages media relations, including queries, press releases, interviews and placement of stories, press conferences and events for the MNS and its various divisions;
- Arranges interviews with journalists and professional photo shoots for media publications and records special events;
- Organizes and represents the MNS at events including press conferences and launches, exhibitions, open days, functions and press tours etc.;
- Liaises with the Jamaica Information Service to secure special services such as air time, photography, multimedia projection, etc;
- Attends ministerial and executives speaking engagements on a regular basis and provides feedback to the Director, Corporate Communications & PR;
- Ensures that all remarks and other public statements prepared for the Ministers' and other senior executives, are accurate, fact-checked and proofed;
- Produces special stories, feature articles and general information to the media upon request;
- Directs and coordinates the planning and executing of external opinion surveys, including design & administration, as well as the collation and evaluation of feedback;
- Monitors the print, electronic and news media, and develops strategies for dealing with topical issues relevant to area of responsibility;
- Develops and maintains professional and effective working relationships with the media, civic communities and other interest groups to provide on-going information on the MNS' activities and accomplishments;
- Keeps informed of developments in the public relations fields to help the Ministry operate with initiative and innovation.

Management/Administrative Responsibilities

- Participates in the strategic planning of Corporate Communications and PR initiatives, ensuring clear evaluation frameworks are set to measure the impact;
- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Prepares and delivers Public Relations related presentations as needed.
- Maintains customer service principles, standards and measurements.

Human Resources Responsibilities

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends, promotion, and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of direct report(s);
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares and conducts presentations on role of Division/Branch for the Orientation/Onboarding programme.
- Performs other related functions assigned from time to time by the Director, Corporate Communications and Public Relations

MINIMUM QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Media/Communication Studies, Mass Communication, Public Relations or a related discipline;
- Four (4) years' proven experience working in public relations, journalism or related field, with at least two (2) years in management capacity.

SPECIFIC KNOWLEDGE & SKILLS

- Excellent oral and written communications skills
- Excellent research, analytical and storytelling skills
- Knowledge of grammar usage and editorial style guidelines
- Ability to synthesize and analyze information quickly
- Ability to maintain the utmost discretion and diplomacy in interacting with high-level individuals and maintain confidences at all times
- Ability to work in a fast-paced environment, while balancing competing priorities and managing multiple assignments
- Ability to be flexible and self-motivated in order to deliver high quality work product in multiple communications mediums
- Advanced IT skills in relation to Microsoft Office Suite and related software
- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

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;
- Typical working condition;
- Visits to business establishments;
- Local, regional and international travel may be required;
- Environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degree of pressure

Interested persons should forward their applications and résumés **NO LATER THAN Friday, October 3, 2025** to the: -

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

Subject: Public Relations Manager (MCG/IE 5)

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.