



**Applications are invited for the post of  
Public Relations Officer**

**JOB SPECIFICATIONS**

**Minimum Educational Requirements**

- Bachelor's Degree in Mass Communication, Media & Communication or relevant equivalent qualification;
- Minimum three (3) years' experience as a Public Relations Practitioner in the public or private sector.
- Training/Experience in Social Media Management/Marketing would be an asset.

**Technical and Functional Competencies**

- Training in Public Speaking;
- Training in the designing and implementation of public relations programmes;
- Ability to design and communicate initiatives for traditional and new media to raise awareness of the Electoral Commission of Jamaica activities;
- Ability to prepare and disseminate information to the media, general public, internal and external stakeholders;
- Excellent customer relations skills.

**Performance Standards**

- Coordinating the production and placement of Electoral Announcements and Advertisements in the media;
- Timely preparation and dissemination of information to the ECJ's stakeholders;
- Development of an ECJ media strategy incorporating social media;
- Assisting with designing and executing internal and external campaigns;
- Live tweeting, posting and recording of ECJ/EOJ events as appropriate;
- Development and implementation of online activities including polls, live chats, sponsored Ads, etcetera, to keep the ECJ's social media followers engaged and "edutained."

**Application should be submitted by Friday, March 15, 2019 to:  
The Director, Human Resource Management  
43 Duke Street, Kingston  
Email: [hr@ej.com.jm](mailto:hr@ej.com.jm)**

**We thank all applicants for their interest but only shortlisted candidates will be contacted.**