



## THE ELECTORAL COMMISSION OF JAMAICA

**Invites applications from suitably qualified persons for the post of**

### **Public Relations Officer**

Reporting to the Public Education Manager, the incumbent will:

- Research, write content and update the ECJ's website to reflect current elector information, projects being pursued, job vacancies and other relevant information.
- Monitor social media platforms and articulate relevant trending topics appropriately.
- Assist in the planning and execution of public education campaigns and engage in social marketing of ECJ's activities.
- Develop and implement activities on social media platforms including polls, live chats, sponsored advertisements, etcetera to keep ECJ's followers engaged and "edutained."
- Engage in live tweeting, posting and recording of ECJ/EOJ events and activities.
- Assist in the timely preparation and dissemination of information to ECJ's stakeholders.

#### **Knowledge, Skills & Abilities**

- Formal training in the design and implementation of Public Education Programmes.
- Training in Public Speaking or Voice & Speech
- Training in State Protocol and Events Planning are definite assets.
- Ability to communicate initiatives in both traditional and social media and to media personnel and other stakeholders
- Ability to operate across all social media platforms

#### **Minimum Qualification and Experience**

- Bachelor's Degree in Mass Communication, Media & Communication or relevant equivalent certification from an accredited institution.
- A minimum of three (3) years' experience in a similar capacity either in private or public sector.
- Experience/training in Social Media Management and/or Marketing would be an asset.

**Applications should be submitted by Friday July 15, 2022 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.**