



THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the post of

Manager, Public Relations & Communications

The incumbent is accountable to the Director of Elections for the effective design and implementation and monitoring of the Commission's Public Relations and Communications to ensure alignment with the Mission, Vision of the Electoral Office of Jamaica.

Core Duties:

1. Prepares and submits performance and other reports as required and ensures timely submission of all documents/information requested by the Director of Elections and the Commission.
2. Manages corporate strategic planning, development and monitoring of the Commission.
3. Provide strategic management support for the organization's business and operational strategy
4. Maintains and manages relationships with the organization's key stakeholders
5. Manages the organization's annual review and prepares Annual Reports to Parliament and Annual Magazines of the Commission's achievements

Knowledge, Skills & Abilities

- Excellent leadership, networking and relationship-building skill
- Excellent customer & media relations skills;
- Sound knowledge of government communication policies and protocols
- Sound knowledge of Access to Information Requirements
- Sound knowledge of and acquaintance with public sector management
- Proficient in the use of computer applications.

Minimum Qualification and Experience

- Graduate Degree in Business Administration, Communications, Public Relations or equivalent qualification.
- Proficient in the use of new media channels and concepts (e.g., Social Media)
- Training/Certification in Public Speaking/Voice & Speech.
- Technically competent in designing Public Education Programmes/Activities.
- At least five (5) years' related experience, three (3) of which should be at the middle management level in a comparable size organization.

Remuneration: \$1,640,254 - \$1,949,746 plus applicable allowances (**UNDER REVIEW**)

Applications should be submitted by Sunday December 4, 2022 to:

**The Director, Human Resource Management
43 Duke Street, Kingston
Email: hr@ej.com.jm**

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