



The Office of Disaster Preparedness & Emergency Management (ODPEM) is seeking to fill the position of Information Officer (MCG/IE 3) – Salary Range: 1,012,403.00 – 1,203,430.00 per annum

JOB PURPOSE

Under the general direction of the Director, Information & Training, the Information Officer is responsible for the development, execution and on-going management of public relations, publicity and communication programmes for the agency that will raise the level of awareness of its stakeholders and the public regarding its programmes and policy initiatives and undertake activities to improve and maintain the image of the agency, internally and externally.

The incumbent also has the responsibility to write/oversee the production and editing of official publications including press releases, speeches and presentations, Training Manuals, Annual Reports and project-related hand books

REQUIRED COMPETENCIES

- Excellent communication, social and collaborative skills.
- The capacity to motivate others.
- Creativity, innovation and problem solving
- Knowledge of the Access to Information Act
- Knowledge of newspaper, radio, television and/or advertising and marketing operations and techniques.
- Knowledge in production and usage of audio-visual aids and equipment

MINIMUM QUALIFICATION AND EXPERIENCE

- A first degree in Mass Communication or Media & Public Relations.
- At least three (3) years' experience in the field of media, marketing or other communications or public relations area.

Please apply in writing along with a detailed resume no later than **Wednesday, February 8, 2017** to the: -

*Director of Human Resource Management
Office of Disaster Preparedness & Emergency Management
2 – 4 Haining Road
Kingston 5*

We thank all applicants, however only shortlisted candidates will be contacted.