

INSTITUTE OF JAMAICA

(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following position in the Central Administration of the Institute of Jamaica:

Public Relations Officer (MCG/IE 2)

Salary Range: \$1,050,314.00 - \$1,248,494.00

Job Summary

To provide professional support in the area of Public Relations and Communication.

Key Responsibilities

- Writes, edits and circulates press releases to all media houses in respect of all events.
- Prepares and dispatches media advisories
- Liaises with media houses through follow-up emails and telephone calls to secure coverage of events.
- Prepares press kits with relevant information
- Collates and edits articles for IOJ Newsletters
- Prepares newsletter in PDF format for placement on intranet
- Collates information from all divisions/departments and prepares annual calendar of events
- Assists with providing advice on protocol.
- Updates information on website by ensuring new information is placed as it unfolds
- Researches topics relevant to the preparation of news releases
- Promotes the programmes, activities and facilities of the Institute

Minimum Required Education and Training

- Bachelor's Degree in Communications, Public Relations or Journalism.
- Minimum of three (3) years' experience in public relations environment.

Applications should be submitted no later than **Friday, August 26, 2022** to:

**DIRECTOR
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET
KINGSTON**

Email personnel@instituteofjamaica.org.jm