

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

Applications are invited to fill the following **temporary** post in the Central Administration Division of the Institute of Jamaica (IOJ):

Director: Development & Public Relations (GMG/SEG 2)
Pay Band 8

JOB SUMMARY

To develop and manage programmes, activities and events so as to facilitate the achievement of the Institute of Jamaica's corporate goals and to manage the image of the organization so as to ensure that it appeals to its various target publics.

KEY RESPONSIBILITY AREAS

- Prepares and submits reports on the progress of activities in the Development & Public Relations Department
- Prepares corporate plans, operational plans, work plans, unit plans, and budget
- Manages the production and marketing of the *Jamaica Journal*
- Oversees the production of collaterals on the Institute of Jamaica
- Manages the Institute of Jamaica's media relations
- Plans and coordinates special functions and events
- Prepares and submits operating budget
- Advises the management team on the management of public relations and the handling of media Relations
- Formulates and implements the public relations policies of the Institute
- Ensures that goods and services sourced through the Department are in accordance with Government of Jamaica Procurement guidelines
- Chairs and convenes IOJ Enterprise Committee
- Ensures public relations information placed on the Institute's website is current and correct
- Manages the Institute's Enterprise initiative
- Approves requisitions for goods and services required by the department.
- Seeks corporate sponsorship for events.
- Represents the Institute at various fora of cultural significance/relevance to expose the work of IOJ
- Maintains dialogue with community-based organizations and agencies
- Develops and implements new methods of enhancing public awareness of the Institute
- Oversees the preparation and execution of the Institute of Jamaica's marketing plan
- Monitors the results of public relations/marketing activities undertaken and documents and ensure achievement of pre-determined goals/objectives.
- Coordinates the presence of the Institute at various local and international events.

MINIMUM REQUIRED EDUCATION AND TRAINING

- A Master's degree from a recognized university with specialization in communications, public relations and formal training in marketing/management plus
- A minimum of five (5) years' management experience in public relations/communications, with demonstrated ability to handle all types of media and professionals, ideally across both private and the public sector.

SALARY

\$4,266,270.00

PERIOD OF EMPLOYMENT

September 14, 2026 – January 22, 2027

Applications should be submitted no later than **August 18, 2026** to:

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

Email personnel@instituteofjamaica.org.jm