

INSTITUTE OF JAMAICA

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

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

Public Relations Officer (MCG/IE 2) (Band 5)

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.

Salary Scale

\$2,190,302.00 per annum - \$2,945,712 per annum

Applications should be submitted no later than **Friday, May 23, 2025** to:

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

Email personnel@instituteofjamaica.org.jm