

## **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:** \$1,984,305.00 per annum

#### **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 **Wednesday, May 31, 2023** to:

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

Email [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)