

# **INTEGRITY COMMISSION**

## **CAREER OPPORTUNITY**

### **Communications Officer**

#### **Job Summary**

The incumbent, under the general supervision of the Executive Director, is responsible for the effective and efficient creation, management, update and dissemination of the Commission's Corporate Communications Strategy; through the varying channels, in order that the Entity achieves its Mission and Vision in a sustainable manner.

The Communications Officer will be responsible for leading communication matters that are related to the work of the Commission, whilst overseeing and implementing strategic media initiatives and the development of accurate and measured responses to issues relating to the Commission's roles and functions.

#### **Major Responsibilities**

1. Creates an effective Communication Strategy for the Commission.
2. Contributes to the External and Internal Communication process, including speeches and presentations, ensuring that both the internal and external public groups are well-informed of the anti-corruption messaging and mandate.
3. Contributes to the Public Relations and Corporate Event Management processes, ensuring positive images for the Commission and its key stakeholder groupings.
4. Contributes to the preparation and publication of the Annual Reports, magazines, brochures, handbooks, guides and other promotional collateral/ publications.
5. Contributes to the development and use of social media platforms, as well as the corporate website and intranet, in consultation with the Executive Director.
6. Contributes to the production of promotional and marketing material and manage distribution of mail-shots relating to corporate events and internal communications, arranging promotional gifts, incentives and sponsorships as appropriate.
7. Contributes to the identification and development of additional communications channels and tools to improve employee engagement and to ensure key messages are delivered efficiently and effectively.
8. Drafts, writes, edit and reviews speeches for the Executive Director, where necessary.
9. Researches, writes and reviews Media Releases, and other relevant briefing documents, before dispatch to the relevant Media Houses and Stakeholders.
10. Monitors and assesses all media platform, i.e. Talk and Radio Shows, electronic and printed newspapers, for any issues that may be discussed regarding the Commission.
11. Monitors and assesses public opinion of the Commission; identify trends and potential issues, and advise the Executive Director, accordingly, of their possible impact upon the Commission.
12. Handles queries from the media relating to the Commission's activities.
13. Develops and/or continuously maintains the Commission's Media Contact List.

14. Develops, designs and executes, in collaboration with the Corruption Prevention, Stakeholder Engagement and Anti-Corruption Division, themes, activities, and support material required for the Commission's events, as required.
15. Provides advice on Communications, Information and Public Relations matters as requested.
16. Contributes to and prepares the Executive Director's quarterly Performance report.
17. Undertakes any duties that may be assigned from time to time.

### **Minimum Required Qualifications and Experience**

- Undergraduate Degree in Media & Communication, Public Relations, Mass Communications or Integrated Marketing & Communications or relevant equivalent qualifications.
- At least five (5) years' experience in Media & Communication, Public Relations, Mass Communications or Integrated Marketing & Communications

### **Other Desirable Qualifications & Experience that would be an asset**

- Graduate Degree in Media & Communication, Public Relations, Mass Communications or Integrated Marketing & Communications or relevant equivalent qualifications.
- Project Management Experience will be an asset.
- Certification in Events Planning and Management.
- Six (6) years' experience in Public Relations or Media and Communications in the Public Sector.

### **Desired Skills & Competencies**

- Shares the Commission's values, mission and vision.
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Anticipates and solves problems and takes advantage of opportunities.
- A high level of personal skills to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.
- Ability to inspire confidence of others, command respect of others and to respect the dignity of others.
- Advanced proficiency in the use of Microsoft Office Suite.
- Strong communications, research and analytical skills.
- Highly developed communication skills with the ability to effectively communicate in both written and oral formats.
- Ability to foster and maintain good working relationships with the Media and other key stakeholders of the Commission.
- Strong writing and editing skills.
- Discretion and sound judgement.
- High level of confidentiality, honesty and integrity.
- Works on own initiative, trustworthy and result oriented.
- Effectively plans and manages time.
- Manages continuity, change and transition and knows how to influence and enable others.

## **Specific Knowledge**

- Knowledge of the Integrity Commission Act and all other applicable laws, regulations and policies that are associated with the discharge of the Commission's mandate.
- Programmes and Event Management.
- Working knowledge of the Access to Information Act.

## **Working Conditions**

- Typical office environment, with Travel required from time-to-time.
- Willingness to work beyond normal working hours as the situation may demand.

## **EMOLUMENTS PACKAGE**

Basic Salary: \$2,572,931.00 - \$3,004,916.00 per annum  
Travel Allowance: \$894,924.00 per annum

## **GENERAL**

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

## **STATUTORY DECLARATION OF ASSETS**

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than:

**Friday, August 20, 2021 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:**

The Human Resource Manager  
Integrity Commission  
PIOJ Building, 1<sup>st</sup> Floor  
16 Oxford Road  
Kingston 5

**Or email: [vacantpositions@integrity.gov.jm](mailto:vacantpositions@integrity.gov.jm)**

**All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.**

**Please be advised that the successful candidate will be subjected to background checks.**