

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Public Relations Officer

Job Summary

The incumbent is accountable to the Manager, Anti-Corruption Outreach and Education for developing and implementing a diverse range of programmes and activities designed to build awareness of the Commission's work, mandate and delivery of the anti-corruption message.

The Public Relations Officer will oversee the development of the Integrity Commission brand in the public sphere whilst using best efforts to ensure that the Commission's voice and image is known to all stakeholders, is at the forefront of anti-corruption efforts in Jamaica and maintains a viable presence through the use of various media.

The post holder will work in close collaboration with the Communications Officer and the Publications and Content Manager, to ensure consistency in the communication, branding and external image of the Commission. In doing so, the Public Relations Officer will ensure that all communication and public relations action are validated, and approved by the Executive Director, prior to dissemination.

Major Responsibilities

1. Develops and maintains the Commission's Public Relations Strategy ensuring that same is aligned to the overall strategic plan and evolves in keeping with environmental realities.
2. Contributes to the Public Education and Awareness processes, such as exhibitions, anti-corruption sessions and seminars, ensuring the general public is made aware of the benefits of compliance as well as the possible pitfalls from irresponsible procurement practices.
3. 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.
4. Contributes to the Public Relations and Corporate Event Management processes, ensuring positive images for the Commission and its key stakeholder groupings.
5. Contributes to the preparation and publication of the Annual Reports, magazines, brochures, handbooks, guides and other promotional collateral/ publications.
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 communication channels and tools to improve employee engagement and to ensure that key messages are delivered efficiently and effectively.

8. Contributes to the development and use of social media platforms as well as the corporate website and intranet.
9. Provides advice on Communication, Information and Public Relations matters as requested.

Minimum Required Qualifications and Experience

- Undergraduate Degree in Media & Communication, Integrated Marketing & Communications or relevant equivalent qualifications.
- Project Management Experience will be an asset.
- At least three (3) years' experience in Communications (specializing in Public Relations) or Marketing, preferably within an anti-corruption/compliance environment or the Public Sector.

Other Desirable Qualifications & Experience that would be an asset

- Knowledge of modern and technology driven marketing methodologies.
- Familiarity with the Jamaican cultural landscape.

Desired Skills & Competencies

- Reasoning Power - ability to make on-the-spot assessment of situations.
- Human Relations - interacting/servicing internal and external customers.
- Anticipates and solves problems and takes advantage of opportunities
- Excellent verbal and written communication skills.
- Highly proficient at audience segmentation and market research.
- 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.
- Shares the Commission's values, mission and vision.
- Consistently displays integrity, modeling behavior, developing people and building teams.
- Ability to inspire confidence of others, command respect of other and to respect the dignity of others.
- Manages continuity, change and transition and knows how to influence and enable others.

Specific Knowledge

- Knowledge of the Integrity Commission Act and any other such Acts or Legislation governing the operation of the Integrity Commission.

- Programme and Event Management skillsets.
- Knowledge of the Jamaican Media Landscape.
- Sound knowledge and understanding of Jamaican culture and societal norms.

Working Conditions

- Typical office environment, with travel required.
- Willingness to work beyond normal working hours as the situation may demand.
- Occasional exposure to hostile environment

EMOLUMENTS PACKAGE

Basic Salary	\$2,760,501.00 - \$3,281,368.00 per annum
Travelling 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 DECLARATIONS 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, November 25, 2022 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

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

Or email: 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.