



CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica invites applications from suitably qualified individuals for the position of:

SENIOR COMMUNICATION OFFICER (Level 6)

Minimum Requirements

QUALIFICATION, EXPERIENCE & SKILLS

- University Degree in Mass Communication or equivalent
- Advance Training in Social Marketing, Public Policy/Public Administration would be an asset
- Specialized training in Visual Arts Production
- A minimum of three years related experience

PRINCIPAL DUTIES/RESPONSIBILITIES

- Coordinate and implement communication programmes designed to create and maintain a favourable public image for the Agency.
- Prepare information designed to keep the public informed of the Agency's programmes, achievements and points of view.
- Arrange meetings and make presentations on the Agency regarding policies and programmes to groups and provide feedback to the Communication Manager on customer concerns and suggestions.
- Monitor media response to the Agency's policies and programmes and prepare responses when necessary.
- Seek information and write articles for quarterly newsletter and coordinate contributions by other team members.
- Assist with the resolution of all customer complaints received by the department.
- Provide analyses/evaluations of complaints/reports and of the investigating department's responses.
- Participate in the planning and implementation of corporate events and represents the Agency at community/ social events.

Submitted application in writing no later than
Friday, July 23, 2021 to:

Manager, Personnel and Industrial Relations,
National Works Agency,
140 Maxfield Avenue, Kingston 10 or
email: recruitment@nwa.gov.jm

The Agency thanks all applicants in advance.
Only individuals short-listed will be contacted.