



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY RE-ADVERTISEMENT

DIRECTOR - CORPORATE COMMUNICATIONS & PUBLIC RELATIONS (MCG/IE 6)- (VACANT)

CORPORATE COMMUNICATIONS & PUBLIC RELATIONS DIVISION

Under the general direction of the Permanent Secretary the incumbent is responsible for developing, implementing and managing an effective communication and public relations programme for the Ministry of Education, Skills, Youth & Information (MoESY&I) and monitors the public relations and communication programmes of entities which fall directly under the portfolio of the Ministry in support of the Ministry's strategic goals and objectives. The Director also holds responsibility for the development and implementation of communications strategies and issues management's responses to contentious media issues.

REQUIRED EDUCATION AND EXPERIENCE

- Master's Degree in Media/Communication Studies, Mass Communication, Public Relations or a related discipline;
- Five (5) years' experience in a Media and communications environment, with at least three (3) years in management capacity;
- OR
- Bachelor's Degree in Media/Communication Studies, Mass Communication, Public Relations or a related discipline;
- Eight (8) years' experience in a Media and communications environment, with at least Four (4) years in management capacity.

REMUNERATION PACKAGE:

Salary Scale: \$6,333,301.00 to \$8,517,586.00 per annum MCG/IE 6

Salary Scale, Pay Band 10





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CO 26-103

FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5883 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY, JULY 31, 2026 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 - 4 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT



**MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Director - Corporate Communications and Public Relations
JOB GRADE:	MCG/IE 6
POST NUMBER:	72717
DIVISION:	Corporate Communications & Public Relations Services
REPORTS TO:	Permanent Secretary
MANAGES DIRECTLY:	Manager , Corporate Communication Manager, Public Relations Administrator

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Corporate Communications Division

To provide comprehensive, current and accurate information about the policies, programmes and services of the Ministry, through the use of dynamic communication and public relations tools and strategies.

Job Purpose

Under the general direction of the Permanent Secretary the incumbent is responsible developing, implementing and managing an effective communication and public relations programme for the Ministry of Education & Youth (MoEY) and monitors the public relations and communication programmes of entities which fall directly under the portfolio of the Ministry in support of the Ministry's strategic goals and objectives. The Director also holds responsibility for the development and implementation of communications and issues management strategies, responses to contentious media issues.

Key Outputs:

- Communication strategic plans developed
- Media Communications and Public relations strategies developed
- Risk management strategies developed
- Annual operation plan and budget produced
- Communication policies and procedures documented
- Communications and Public Relations risk identified
- Speeches, press and news releases produced
- Technical advice provided
- Public education programmes produced and implemented
- Advice to the Ministers, Permanent Secretary and other Officers provided
- Information on the activities of the Ministry of Education & Youth prepared and disseminated
- Crises communications strategies developed and maintained
- Staff performance evaluations conducted

Key Responsibility Areas:

Technical / Professional Responsibilities

- Develops and oversees the implementation of the Ministry's communication strategies and plans;
- Directs the development of public education programmes;
- Coordinates and ensures that appropriate policies and procedures are in place to guide the communications related operations of the Ministry.
- Provides strategic communication counsel and technical advice to the Permanent Secretary and senior management team on issues of communication, public relations and information management;
- Directs and coordinates research on matters for public dissemination;
- Prepares speeches, briefs, position papers, etc. and reviews those prepared by staff;
- Ensures that all media enquiries are handled effectively and appropriately;

- Establishes mechanisms to monitor the print and electronic media and prepares timely responses to issues that are relevant to the Ministry;
- Collaborates with senior MoE&Y staff to develop appropriate internal communication for staff;
- Plans and coordinates the execution of formal and informal functions and other public relations events on behalf of the Ministry;
- Directs and coordinates media coverage for official functions;
- Conducts risk assessment of the Ministry's communications strategies;
- Develops risk mitigation strategies to protect the image of the Ministry;
- Manages the implementation of crisis communication strategies ensuring effective media management of sensitive information;
- Develops, fosters and maintains strategic working relationships with key stakeholders, including media representatives to inform, educate and provide support which aids the promotion of the Ministry's mandate;
- Monitors social, economic and political trends that may have an adverse or positive effect on the MoE&Y;
- Develops strategies to capitalize on opportunities and mitigate any negative impact on the MoE&Y;
- Develops and implements appropriate mechanisms to measure and evaluate delivery of information relating to the Ministry;
- Leads the arrangements for media sensitization training;
- Drafts and reviews new communication policies and programmes;

Management/Administrative Responsibilities

- Develops and monitors the implementation of the Division's operational plan and budget
- Ensures that the work of the Division is carried out as planned and agreed targets achieved
- Develops mechanisms to respond to media requests/queries in a manner which will consistently project a positive image of the Ministry
- Coordinates the production of routine and special reports on the communication matters of the MoE&Y;
- Provides updates and edits all information to be posted to the Ministry of Education's & Youth website and other communication media
- Maintains membership in professional affiliation with local, regional and international media practitioners.

HR Responsibilities

- Provides leadership to staff through effective objective/goal setting, delegation, and communication
- Monitors the routine operations of the Section and oversees and/or participates in the review and evaluation of the work of staff members;
- Identifies and manages the developmental and welfare needs of staff in the Division
- Implements and maintains the established HR management systems;
- Conducts performance appraisal of staff for required purpose;
- Collaborates with the Corporate Services Division in developing and implementing a succession planning programme to ensure continuity of skills and competencies in the Section and personal development and career advancement of employees;

- Fosters teamwork, a harmonious working environment and promotes collaborative working across Divisions/Units;
- Ensures that training and other development needs of employees are adequately identified and addressed;
- Develops and manages the performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff, and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge for the section by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the Division and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends/ administers disciplinary action in keeping with established human resource policies;
- Conducts monthly and other ad hoc staff meetings;
- Ensures staff adheres to the policies and procedures of the Ministry and the Division;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;

Performance Standards:

Performance is considered satisfactory when:

- Plans, programmes and strategies are developed, implemented, reviewed and evaluated on a timely and ongoing basis and corrective action taken where required;
- Key deliverables are produced within agreed timeframes and to required standards;
- Adequate and appropriate support is provided to the Permanent Secretary and other senior staff;
- Communication flow between MoE&Y and its internal and external stakeholders is maintained at a satisfactory level;
- Effective, proactive and responsive communication system is in place;
- Current information is maintained on the Ministry's website;
- Ministry's communication activities are efficiently coordinated;
- Revision of communication plan and strategy is prepared on a timely basis and relevant approval obtained.

Internal and External Contacts (specify purpose of significant contacts:

Within the Ministry

Contact (Title)	Purpose of Communication
Permanent Secretary	Provide advice on Communication/Public Relations strategies
Human Resource Management	Provide advice on Communication/Public Relations strategies
Divisional Heads	Provide information and technical advice

Contact (Title)	Purpose of Communication
Entities of the Ministry of Education, Skills Youth & Information	Provide advice on Communication and Public Relations matters

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Media Practitioners	Provide information
JTA & Principals of schools	To provide and receive information
NGO's & the Diaspora	To provide and receive information
HOD/Other Government Agencies	To provide and receive information

Required Competencies:

Core

- Excellent presentation skills;
- Excellent oral and written communication skills
- Interpersonal and negotiating skills
- Excellent planning, organizing, research and analytical skills
- Demonstrated ability to exhibit a high level of initiative, professionalism and confidentiality
- Ability to motivate and influence others
- Ability to maintain confidentiality
- Excellent organizing, research and report writing skills
- Strong problem-solving skills
- Proficiency in the use of the various computer applications, in particular, Word and PowerPoint, Canva

Technical

- Excellent knowledge of the media landscape
- Excellent knowledge of communication strategies and techniques
- Comprehensive knowledge of the Education Act and regulations;
- Extensive knowledge of Government and administrative systems and public policy
- Sound knowledge of governance and accountable/accounting framework
- Strong technological skills to include use of social media, communication devices, project management and report writing software and Microsoft Office Suite
- An understanding of graphic design and printing to guide the production of flyers, brochures, advertisements and Annual Reports
- An understanding of protocol/hospitality-related issues
- Ability to foster and maintain a good working relationship with the media
- Sound knowledge of Media and Public Relations protocol
- Sound knowledge of the Access to Information Act
- Proficiency in the use of relevant computer applications

Minimum Required Education and Experience

- Master's Degree in Media/Communication Studies, Mass Communication, Public Relations or a related discipline;
- Five (5) years experience in a Media and communications environment, with at least three (3) years in management capacity;

OR

- Bachelor's Degree in Media/Communication Studies, Mass Communication, Public Relations or a related discipline;
- Eight (8) years' experience in a Media and communications environment, with at least Four (4) years in management capacity.

Authority To:

- approve expenditure within agreed limits
- access confidential information/data
- determine the most suitable communications strategy/protocol for the MoE&Y
- approve departmental and sick leave
- recommend vacation leave

Specific Conditions associated with the job

- Normal office environment
- Required to work continuously under stressful conditions to respond to communications matters without prior notice
- Required to travel locally and overseas
- Required to work on public holidays/weekend
- Possession of a valid Drivers' License and a reliable Motor Vehicle
- Required to work beyond normal working hours at times to meet deadlines
- Required to respond to matters of public interest without prior notice

Validation of Job Description:

This job is validated as an accurate and true description of the job described herein:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised