



# CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the under-mentioned position.

## SENIOR COMMUNICATION OFFICER (Level 6)

**Salary - \$4,266,270.00**

### **Minimum Requirement**

#### **QUALIFICATION AND EXPERIENCE**

- University Degree in Mass Communications, English or General Arts.
- Diploma In Visual Arts Production
- A minimum of three years related experience.

#### **PRINCIPAL DUTIES/RESPONSIBILITIES/SKILLS**

- Sound knowledge of the NWA's Operational/Business Policies and Goals
- Knowledge of current community relations and communications principles and techniques.
- Sound knowledge of communications programme planning and communications media.
- Knowledge of computer applications and in the use of visual and other presentation aids.
- Knowledge of the various Social Media platforms and a sound understanding as to how these can be used responsibly.
- Ability to draft speeches, prepare reports and make presentations utilizing current techniques.
- Ability to design information pamphlets and draft releases for maximum effectiveness.
- Highly developed written and oral communication skills
- Creativity, innovation, and problem solving.
- 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 makes 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.
- Keep up to date with all changes and developments, which may affect the Agency and the delivery service to the public.
- Participate in the planning and implementation of corporate events, represents the Agency at community projects and public/ social events.

**Submitted application in writing no later than  
Tuesday, June 04, 2024 to:**

**Human Resources Manager  
National Works Agency,  
140 Maxfield Avenue, Kingston 10 or  
email: [recruitment@nwa.gov.jm](mailto:recruitment@nwa.gov.jm)**

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