MINISTRY OF ECONOMIC GROWTH AND INFRASTRUCTURE DEVELOPMENT

JOB OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the vacant post of **Corporate Communications Officer (MCG/IE 4)** in the **Corporate Communications and Public Relations Branch**, salary range **$4,479,584 - $6,024,541** per annum.

Job Purpose

Under the general direction of the Corporate Communications Manager, the incumbent is responsible for supporting the implementation of communication strategies and initiatives to increase awareness of the Ministry's policies, programmes, and projects, enhance the Ministry's public image and increase stakeholder engagement.

Key Responsibilities:

Management/Administrative

- Represents the Branch at events, workshops, committees, and conferences, as necessary.
- Drafts communication and communication crisis strategies.
- Designs and publishes promotional materials for the Ministry.
- Generates routine and ad-hoc reports, as necessary.
- Prepares monthly, quarterly, and annual reports.
- Develops Individual Work Plans.

Technical/ Professional

- Supports the implementation of corporate communication strategies, including campaigns, activities, and internal events, in alignment with the Ministry's objectives.
- Drafts communication strategies to convey key messages and objectives to target audiences.
- Recommends proposals for integrating communication strategies into both current and proposed policies, programmes, and projects within the Ministry.
- Identifies gaps in implemented and proposed strategies and recommends solutions.
- Conducts assessment of communication needs and identifies emerging trends and requirements to inform strategic communication planning.
- Conducts research, captures, and analyses data, metrics and insights to inform decision making.
- Promotes the Ministry's policies, programmes, and initiatives through various channels to increase awareness.
- Ensures brand consistency is maintained across all communication materials and initiatives.
- Develops initiatives to engage with communities and key stakeholders.
- Prepares newsletters, brochures, presentations, and other promotional materials for approval, in alignment with the Ministry's brand guidelines and communication plan.
- Designs and publishes the Ministry's newsletter and other internal materials to ensure the proper dissemination of information to staff members and stakeholders.
- Assists in the planning and executing of public events, conferences, and forums to promote the Ministry's initiatives and programmes.
- Contributes to the development and implementation of crisis communication and risk communication plans and strategies to mitigate and manage reputational risks.
- Assists in identifying new strategies to communicate and disseminate information, policies, procedures, and programmes to members of staff and the Ministry's Departments and Agencies.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills;
- Creative Thinking;
- Critical Thinking;
- Problem Solving Skills;
- Team-Oriented;
- Strong Interpersonal Skills;
- Organizational and time management skills;
- Adaptability;
- Flexibility; and
- Commitment to maintaining brand consistency and integrity across all communication channels.

Technical

- Proficiency in developing and implementing communication strategies;
- Proficiency in speech writing;
- Knowledge of media relations, crisis communication, risk management and public relations principles;
- Familiarity with communication tools and platforms;
- Ability to conduct needs assessment and analyze data;
- Skills in writing, editing and design;
- Strong knowledge in the use of Microsoft Office and Adobe Suite and other relevant computer applications and systems;
- Knowledge of web publishing; and
- Ability to utilize AI platforms to generate content.

Minimum Required Qualification and Experience

- Bachelor's degree in Public Relations, Communications, Journalism, or any related field.
- At least two (2) years of related work experience.

Applications accompanied by résumés should be submitted **no later than November 11, 2026, to:**

Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Infrastructure Development
7th Floor, The Towers
25 Dominica Drive
Kingston 5

Email: human.resources@megid.gov.jm

Subject: Corporate Communications Officer (MCG/IE 4)

Please note that only shortlisted applicants will be contacted.