



Applications are being invited from suitably qualified persons to fill the vacant post of **Corporate Communications Manager (MCG/IE 5)** in the **Corporate Communications and Public Relations Branch, Ministry of Economic Growth and Infrastructure Development (MEGID)**, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

Under the general direction of the Director, Corporate Communications and Public Relations, the incumbent is responsible for planning, coordinating, implementing, and facilitating communication strategies, corporate activities, initiatives and projects, to raise public awareness and provide information on the role, functions, and programmes of the Ministry.

Key Responsibilities

- Develops and implements communication strategies aligned with the Ministry's goals and objectives.
- Oversees the development and dissemination of internal communication materials, including forums, articles, newsletters etc.
- Collaborates with the Public Relations Manager in designing and overseeing the production of visual and digital assets.
- Works collaboratively with the Communications and Media Specialist to develop social media content.
- Manages and implements the Ministry's Social Intervention Plan, strategies, and policies.
- Organizes stakeholder engagement events, including workshops, seminars, and community meetings, to foster dialogue and understanding.
- Ensures consistency and integrity in the Ministry's messaging and branding across all communication channels.
- Develops and implements a crisis communication and risk communication plan, protocols, and strategies to address and mitigate reputational risks effectively.
- Serves as a spokesperson for the Ministry during internal crisis situations.
- Leads the development, coordination, scheduling and promotion of policies, projects and programmes aimed at raising awareness about the Ministry's role, functions, and programmes internally.
- Conducts research to identify communication, education, and outreach needs to inform the development of targeted strategies and materials.
- Evaluates the effectiveness of corporate communication programmes through data collection and analysis and utilize the findings to develop strategies, programmes, and materials that address public needs effectively.
- Monitors print, electronic, and news media to stay abreast of topical issues relevant to the Ministry and develops strategies to address emerging issues and opportunities effectively.
- Liaises with the Ministry's Departments and Agencies and provide guidance in developing outreach and communication programmes, plans, and strategies, ensuring alignment with organizational goals and objectives.
- Fosters positive community relations through the planning and execution of events, ie. Open days and involvement in community initiatives, that promote the Ministry's objectives and enhance public perception.
- Analyses communication trends and generates reports with findings.
- Monitors and evaluates the effectiveness of implemented strategies and where applicable, implements recommended solutions.
- Provides technical advice and support to the Ministry's Departments and Agencies.
- Collaborates with Divisional Heads to gain input on communication and outreach strategies and initiatives.
- Drafts messages for internal communication such as booklets, corporate and strategic plans etc.
- Drafts speeches for the Permanent Secretary and Minister, as requested.

- Prepares and submits proposals for communication initiatives, leveraging external resources to support strategic communication objectives and initiatives.
- Perform any other relevant duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills;
- Presentation skills;
- Ability to demonstrate good judgement;
- Creative thinking;
- Critical thinking;
- Research and analytical skills;
- Project management;
- Interpersonal skills;
- Resource management;
- Customer and quality focus.

Technical

- Ability to draft speeches.
- Knowledge of analytical media monitoring and analysis tools.
- Ability to comprehend and articulate on diverse portfolio matters within the Ministry.
- Knowledge of local political, social, and economic environment.
- Comprehensive knowledge of survey methodologies.
- Experience in crisis communication management and media relations.
- Proficiency in Microsoft Office and Adobe Suite and familiarity with communication tools and platforms.
- Knowledge of current trends and best practices in corporate communications and public relations.
- Ability to utilize AI platforms to generate content.

Minimum Required Education & Experience

- Bachelor's Degree in Public Relations, Communications, Journalism, or any related field.
- Four (4) years of experience in a Media and communications environment, with at least two (2) years managerial experience.

Applications accompanied by résumés should be submitted **no later than February 20, 2026**
to:

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Infrastructure Development
25 Dominica Drive
Kingston 5**

Email: human.resources@megid.gov.jm

Please note that only shortlisted applicants will be contacted.