



JAMAICA

PUBLIC RELATIONS AND MARKETING MANAGER (MCG/IE5) PAY BAND 9 - VACANT

Applicants are invited to fill the post of Public Relations and Marketing Manager (MCG/IE5). Under the direction of the Executive Director, the incumbent is responsible for developing and implementing an Annual Public Relations Plan to inform the Agency's major stakeholders and the general public about the work of the Jamaica 4-H Clubs, its major initiatives and programme successes.

KEY DUTIES AND RESPONSIBILITIES:

- Develops and implements the Agency's Annual Public Relations Programme
- Prepares and monitors the annual Public Relations Budget
- Formulates and implements Public Education Programmes for the Jamaica 4-H Clubs
- Participates in the planning and organizing of major events hosted by the Jamaica 4-H Clubs
- Establishes linkages and maintains ongoing contact with the media
- Writes media advisories and makes arrangements for media coverage of Agency-related events
- Conducts research and writes news releases on breaking news items, Agency successes and developments
- Arranges news conferences and media tours; prepares media information kits
- Writes briefs for the Executive Director/Board Chairman in preparation for Radio/TV interviews
- Conducts research and writes speeches and statements as is necessary for the Executive Director/Board Chairman
- Prepares in-house publications such as brochures and magazines
- Maintains and updates the Agency's website
- Prepares and submits monthly PR reports

REQUIRED QUALIFICATION AND EXPERIENCE:

- Bachelors Degree in Media and Communication, Marketing or Journalism
- Three (3) years working experience in the field of Public Relations, or a communication related environment
- Knowledge of the local media landscape

**Salary in the scale (\$5,198,035 \$5,327,986 \$5,461,186
\$5,597,715 \$5,737,658 \$5,881,100 \$6,028,127 \$6,178,830
\$6,333,301 \$6,491,634 \$6,653,925 \$6,820,273 \$6,990,779 p.a)**

Applications accompanied by Résumés should be submitted to:

**The Director, Human Resource and Administration,
Jamaica 4-H Clubs, 95 Old Hope Road, Kingston 6**

or email to hadmin@jamaica4hclubs.com
no later than **Monday, January 05, 2025.**