CAREER OPPORTUNITY

The Broadcasting Commission seeks to hire a suitably qualified person to fill the position of:

**Senior Director, Communications & Public Education**

**Job Purpose:**
To provide professional expertise in the area of public education and corporate communications.

**KEY RESPONSIBILITIES:**
- Manage the organisation’s public education campaign across media platforms.
- Develop public education budgets and manage related expenditure.
- Ascertaining public, licensee, and media attitudes to regulatory issues to aid the design of effective communication strategies and messages.
- Supervise and be involved in the production of new material as required, including liaison with external agencies responsible for the development and production of material.
- Serve as one of the organisation’s chief spokespersons on digital and media literacy.
- Organise and manage the organisation’s outreach and capacity-building initiatives—conferences, seminars, workshops, public consultations and industry meetings with licensees.
- Provide communications support (speeches, speaking notes, messages, PowerPoint Presentations, etc.) to Senior Management of the Commission.
- Media Relations: handle media enquiries, research and prepare press releases and statements, arrange media interviews/appearances, news conferences and other publicity events.

**KEY SKILLS AND COMPETENCIES:**
- High level of competence in communication analysis and planning.
- Strong communication skills (oral, written and public speaking).
- Knowledge of the new digital media landscape and emerging communication and media technologies.
- Knowledge of digital and social media marketing.
- Well-versed in public relations.
- Excellent research skills.
- Exceptional interpersonal skills.
- Ability to multitask and manage a varied workload in a timely manner.
- Project management skills.
- High level of integrity and professionalism.

**QUALIFICATION AND EXPERIENCE:**
- Master's Degree in Communications, Public Relations or a related field.
- A minimum of three (3) years' work experience in Communications, Public Relations or a related field at a supervisory level.

Résumé and application letter should be sent by email no later than Wednesday, March 23, 2022 to info@broadcom.org addressed to:

Director, HR Mgmt. & Administration
Broadcasting Commission
9 Central Avenue
Kingston 10

WE WISH TO THANK ALL APPLICANTS FOR THEIR INTEREST; HOWEVER, ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.