

The Universal Service Fund invites applications for the position of Communication Officer. The Communication Officer is responsible for coordinating, organizing and implementing communication activities to improve and maintain the image of the Universal Service Fund and advance its public relations reputation.

CORE RESPONSIBILITIES

- Assist in the design and implementation of communication programmes using the printed and electronic media, as well as public forums to enhance the USF's image.
- Create greater understanding and public awareness of the USF's policies, programmes and objectives.
- Liaise with public relations/ information officers within the portfolio ministry and other agencies to coordinate and implement public relations and education programmes, as directed.
- Prepare, coordinate and organize information to be disseminated to the public by means of:
 - Regular features in the print media
 - Advertising using electronic media
 - Interviews and promotions
 - Press releases
- Assist in organizing/ coordinating press briefings, interviews, receptions, meetings, and other special events, arranging for adequate media coverage as is necessary.
- Maintain website and develop, plan and execute the approved social media and content strategy for the Universal Service Fund.
- Coordinate/ design customer satisfaction surveys and undertake analysis of survey data.
- Produce the USF's newsletter, manuals & brochures, magazine and annual reports.
- Assist in the preparation of speeches for the Chairman, Chief Executive Officer and other members of staff.
- Coordinate outreach activities to promote the services of the Universal Service Fund.
- Assist in the development and implementation of the USF's corporate social responsibility programme.

MINIMUM REQUIREMENTS

- First Degree in Mass Communications, Public Relations, Journalism, English or equivalent qualifications.
- Minimum of three (3) years working experience with extensive exposure to print and electronic media.
- Sound knowledge of communications/public relations programme planning.
- Proficiency in design and publishing software (Adobe InDesign/ Photoshop)
- Excellent written communications skills with proven experience in preparing high quality written reports.
- Excellent team skills and ability to work with a range of colleagues across a diverse team.
- Ability to work under pressure.

Ownership of a reliable motor vehicle approved for use on corporate business is a requirement.

Submit applications no later than Friday, January 21, 2022 to:

**hr@usf.gov.jm or
The Human Resource/ Administration Manager
Universal Service Fund
4th Floor, PCJ Resource Centre
36 Trafalgar Road,
Kingston 10**

The Universal Service Fund (USF), an agency of the Ministry of Science, Energy and Technology is a statutory body with a mandate for discharging the government's responsibilities for universal ICT services under the Telecommunications Act. The USF has the responsibility to collect and manage the Universal Service Obligation Levy imposed on incoming international telephone calls.

We extend our appreciation to all applicants; however, only shortlisted applicants will be contacted.