



**MINISTRY OF EDUCATION, SKILLS, YOUTH, AND INFORMATION
NATIONAL COUNCIL ON EDUCATION
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Communications Officer
JOB GRADE:	MCG/IE 2
POST NUMBER:	
DEPARTMENT:	National Council on Education
REPORTS TO:	Executive Director
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.
This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

May 2026

Date Created/Revised

Strategic Objective

To promote good corporate governance within schools and facilitate improved student outcomes.

Job Purpose

The incumbent, under the general direction of the Executive Director, is responsible for planning, developing, and implementing strategic communication initiatives that support the Council's policies, programmes, and school governance systems.

The role ensures the effective dissemination of accurate, timely, and consistent information to internal and external stakeholders, including school boards, educators, parents, students, the media, and the wider public. The incumbent plays a key role in strengthening transparency, stakeholder engagement, and public understanding of education reforms and initiatives. This includes managing corporate communications, media relations, and digital communication platforms, as well as developing communication materials that promote the Ministry's objectives and enhance its public image.

Key Outputs:

- Strategic and annual Operational Plans prepared;
- Communication budget prepared;
- Communications plan developed;
- Press Releases written;
- Website Content logged/tracked;
- Speeches drafted;
- Publications edited and Newsletter published;
- Functions and Events facilitated;
- Community Engagement and Content Report prepared;
- Brochures, flyers and posters created;
- Monitoring template prepared;
- Public education strategy developed.

Key Responsibilities:

Technical / Professional Responsibilities

- Prepares annual Work Plan; mid-year review and annual performance appraisal report;
- Prepares monthly, quarterly, and annual progress reports on achievements;
- Develop the portfolio's annual budget and strategic and operational plans;
- Develops internal and external Communications and Public Affairs Strategies and Plans for the National Council on Education;
- Develops communication channels to obtain feedback from external customers to inform policies and recommendations to the Council;
- Forges and fosters partnerships at the local and international levels to assist the Council in executing its mandate and mobilizes support to facilitate the effective governance of schools;

- Prepares content and writes effective press releases, prepares information for media kits and develops and maintains the company's internet or intranet web pages;
- Prepares media articles and responses to enquiries via the organization's website, among other things;
- Monitors the news media daily and provides a list of issues aired concerning the National Council on Education;
- Liaises with the media and processes requests for media interviews, statements, and responses;
- Updates information on the NCE's Website;
- Edits Speeches, Messages and other documents as required;
- Prepares speeches and messages on behalf of the Council's Chairman and the Minister for incorporation in the organization's publications;
- Prepares or edits organizational publications for internal and external audiences, including employees' newsletters and bulletins;
- Organizes initiatives and plans events, luncheons, press conferences and expositions;
- Contributes to the planning of and arrangements for assigned events, in particular the design and production of materials related to board training and sensitization;
- Manages and updates information and engages with users on social media sites such as Facebook, X (formerly Twitter), and Instagram;
- Designs and develops informational material such as brochures, flyers and posters for dissemination to staff and the public;
- Evaluates promotional programmes for compatibility with public relations efforts;
- Assists in promoting and facilitating greater public awareness of the NCE's activities and policy changes;
- Develops and implements a public education strategy to improve the organization's visibility by increasing awareness of its role and functions;
- Increases the Council's visibility by sharing its vision and mission with key stakeholders at conferences, school board retreats, workshops, roundtable discussions and other special events.

Internal Communication:

- Ensures the development and implementation of an effective internal communication system that keeps the staff well informed on a timely basis on important issues including organizational objectives, priorities, deadlines and performance expectations;
- Ensures that a high level of confidentiality is observed in keeping with the appropriate regulations and code of conduct;
- Ensures that staff meetings are held in keeping with organizational policies.

Management/Administrative Responsibilities:

- Prepares weekly or monthly reports as required by the Executive Director;
- Represents the NCE at meetings and conferences;
- Assists with the planning of special events involving the National Council on Education.

Other:

- Performs other related functions assigned from time to time by the Executive Director

Performance Standards:

- Effective Communication Strategy and Plans developed are in keeping with the directives of the Executive Director and the Council;
- Strategic and Operational Plans for the portfolio prepared in keeping with the requisite standards
- Social and News media monitored on a daily basis and lists of issues provided in a timely manner;
- Half-yearly Newsletter published within prescribed timeframe;
- Press Releases sent in a timely manner.
- Accurate information and advice given to customers within agreed time scales;
- Messages and Speeches prepared and edited within specified timeframe;
- Manages the maintenance and uploading of website content, including photos and other information;
- Publications edited in accordance with established standards and submitted within given timeframe.

Contacts (specify purpose of significant contacts):

Internal

Contact (Title)	Purpose of Communication
Executive Director	To obtain /provide information
Unit/Branch/Divisional Heads	To obtain /provide information
All other members of Staff	To obtain /provide information

External

Contact (Title)	Purpose of Communication
Ministry of Education, Skills, Youth & Information (MoESYI)	To obtain /provide information
MoESYI Regional Offices	To obtain /provide information
Community Organizations, Members of Parliament	To obtain /provide information
Schools	To obtain /provide information
Other Stakeholders	To provide/obtain information

Required Knowledge, Skills and Competencies:

Core

- Excellent written and oral communication skills;
- Proven time-management, planning and organizing skills;
- Excellent interpersonal skills;
- Ability to maintain integrity and high ethical standards;
- Strong customer relations skills;
- Ability to work with wide variety of personnel and stakeholders;
- Ability to act on own initiative;
- Strong Problem-solving skills.

Technical

- Expert knowledge of principles and techniques of Public Relations;
- Knowledge of GOJ protocol guidelines;
- Working knowledge of relevant computer systems and applications;
- Knowledge of Customer Service standards and best practices;
- Working knowledge of graphic and design techniques;
- Digital communications tools proficiency;
- Digital communication and social media management.

Minimum Required Qualification and Experience:

- First degree in Mass Communication/Public Relations, or any related field;
- Two (2) years' experience in communication or related field;
- Formal training in public speaking would be an asset.

Special Conditions Associated with the Job:

- Normal working conditions;
- May be required to travel island-wide, extensively;
- May be required to work beyond normal working hours;
- May be required to work on weekends and public holidays.

Validation of Job Description

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