WESTERN REGIONAL HEALTH AUTHORITY
LOT 31B, FAIRVIEW SHOPPING CENTRE
MONTEGO BAY
ST JAMES

VACANCY

Applications are invited from qualified persons for the position of:

Public Relations Officer (MCG/IE 3)

Regional Office

(Salary Scale: $3,094,839.00 - $4,162,214.00 per annum)

The Western Regional Health Authority (a Statutory Body under the Ministry of Health and Wellness) is currently seeking to employ a Public Relations Officer (MCG/IE 3). Reporting to the Manager, Public Relations and Communication, the Public Relations Officer is responsible for assisting with organizing and executing public relations and communication activities as well as the creation and design of public relations content and graphics for the unit. He/she will also provide administrative support to the Unit. The incumbent will also be expected to:

KEY RESPONSIBILITIES:

- Create content and graphics for various social media platforms
- Edit and proofread communications about clients that will be sent to the public
- Assist with distribution and or circulation of PR materials
- Assist with the planning and execution of media and PR activities
- Manage PR materials and file
- Maintain the PR database, directories, documents, media coverage and other relevant data
- Store and maintain records of all equipment assigned to the unit
- Develop and maintain positive relationships with clients, stakeholders, media, and vendors
- Assist with the day-to-day management of the contents on the Authority's various social media pages
- Manage live feedback for public relations activities and maintain engagement with followers
- Answer phones, respond to emails and inquiries, and perform other administrative tasks ϖ
- Take and transcribe notes of meetings and reproduces minutes, prepares reports and work plans
- Perform other related duties as assigned by the Manager

SPECIFIC KNOWLEDGE/SKILLS REQUIRED:

- Excellent interpersonal, written and oral communication and skills
- Good organizational and time-management skills

- Ability to demonstrate a high level of initiative, professionalism and confidentiality
- Excellent public speaking profile
- Competent in: MS Excel, MS PowerPoint, MS Word, and graphic design software
- Knowledge of Office Management & Administrative procedures & practices
- Creative and innovative in the use of new media technologies including social media
- Knowledge of public relations and social media trends
- In-depth knowledge of the GOJ and the Authority's policies and procedures
- Knowledge of planning public relations events

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- May be required to work outside of normal working hours
- May be required to travel within and outside of the Region

MINIMUM QUALIFICATION & EXPERIENCE:

- Bachelor's Degree in Communications, Marketing, Public Relations, Journalism, or other related field from an accredited tertiary institution
- Certificate in Report and Minutes Writing would be an asset
- Minimum of three (3) years of professional experience in Public Relations or advertising
- Experience in planning, writing, editing, and producing newsletters, press releases, social media graphics and other print publications and directories At least 1 year of working experience in the related field

Application letter along with detailed resume should be submitted no later than:

October 22, 2026 to:

The Director
Human Resource Management
Western Regional Health Authority
Lot 31b, Fairview Shopping Centre
St. James

Or

E-mail:* *wrojobs@wrha.gov.jm

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED