



**JAMAICA INTELLECTUAL PROPERTY OFFICE**  
(An Agency of the Ministry of Industry, Investment and Commerce)

## **CAREER OPPORTUNITY**

### **MANAGER, PROGRAMMES & PUBLIC EDUCATION (LEVEL 8) (VACANT POSITION)**

**BASIC SALARY: \$2,788,986 to \$3,486,231 per annum**

**TRAVELLING/UPKEEP ALLOWANCE: \$894,924 per annum**

**BENEFITS: Pension, Health Insurance and Group Life Insurance**

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#### **JOB PURPOSE:**

Under the general direction of the Executive Director, the Manager, Programmes and Public Education is responsible for the detailed planning, management and execution of programmes, projects and marketing initiatives for the JIPO. Also, to support the Executive Director in identifying, in collaboration with stakeholders the scope, methodology and required resources for assigned programmes and projects, such as public education, training and facilitation of IP interest groups. To develop, implement and monitor special programmes, technical assistance projects, consultations, special missions and various developmental activities.

#### **Key Outputs**

- Effective Brand Management for visibility coordinated for the organization.
- Detailed programme, project and marketing proposals submitted to Executive Director for approval.
- Intellectual Property Week planned and executed successfully.
- Seminars workshops and other outreach and developmental programmes organized and conducted and international missions, visits and consultations arranged.
- JIPO programmes and projects planned and coordinated.
- Budgets, operational and work plans developed and monitored.
- Project summary reports, audit and evaluation reports developed and submitted.
- Programme and cash flows and expenditures analyzed and approved project financial and physical achievement reports verified.
- Terms of reference for programmes, projects and committees developed.
- Technical, financial monthly, quarterly and annual papers and reports prepared for the Executive Director, stakeholders and various national, regional and international agencies.
- Administrative and technical advice provided for internal and external stakeholders on communication strategies
- Linkages and collaborative relationships established and maintained with various stakeholders.

- Research undertaken and findings analyzed and interpreted.
- High-performance marketing communications programmes implemented
- High impact social media marketing strategies identified
- Concept notes, briefs, papers, reports and recommendations on project and programme development and implementation formulated.

## **KEY RESPONSIBILITY AREAS**

### **Management and Administrative Responsibilities**

- Prioritizes, schedules and leads programmes and project preparation activities.
- Ensures compliance with laws, regulations and procedures governing project activities.
- Develops objectives, work schedules and programmes relating to the execution of programmes and projects for the review and approval of the Executive Director.
- Participates in the development and implementation of an internal review programme, reviews, project activities and formulates remedial action to address gaps identified.
- Provides advice to the Executive Director on project determination, initiation, planning and delivery.
- Ensures the planning and execution of National Intellectual Property Week.
- Provides information and support to the Executive Director in the development of clear proposals for the implementation of approved projects including identification/clarification of deliverables, implementation modalities and the design of implementation plans (resource, financial, risk, procurement plans etc).
- Works with the Executive Director to determine necessary consultancy inputs, and develop terms of references.
- Maintains client relationships including liaison, negotiation and communication with key stakeholders.
- Provides a high level of professional customer service to clients and key stakeholders.
- Coordinates programmes to support timely provision of programme, marketing and project milestones and tasks.
- Identifies potential gaps and/or obstacles that may compromise the success of programmes and projects, troubleshooting and presenting appropriate strategies to overcome barriers with a view to improving overall project effectiveness and outcomes.
- Keeps abreast of trends and developments in the Programme and Project Management field and represents the JIPO at conferences, seminars and meetings and provides professional support as required.
- Ensure ISO 9001:2015 compliance in standard operating procedures and core responsibilities are documented.

### **Technical/Professional Responsibilities**

- Plans and coordinates the development, management, implementation and monitoring of programmes and projects in the JIPO.
- Organizes seminars, workshops, marketing initiatives and other outreach programmes and projects including the National Intellectual Property Week.
- Oversees, plans and facilitates the conduct of international missions, visits and consultations and ensures attendant logistical arrangements are made.

- Prepares project documents and detailed programme and project proposals for consideration and approval of the Executive Director.
- Prepares reports and documents on performance.
- Manages correspondence and issues relating to programmes and projects.
- Participates in the preparation of Intellectual Property literature.
- Develops programmes and project plans, project activities, and operational guidelines for implementation framework to track and report progress outputs and performance indicators, short term, intermediate and long term outcomes.
- Writes submissions and briefs to support programme and project implementation and the achievement of project goals and objectives.
- Ensures compliance with legal, financial, procurement and technical requirements for programmes and projects.
- Supervises the preparation of budgetary requests and reports to the Ministry of Finance and Public Service to ensure adequate and timely allocations for project activities.
- Facilitates and conducts field visits as required to verify programme and project activities and organizes effective time management.
- Provides administrative and technical support. Develops and disseminates reports and tracking templates and follows up on implementation.
- Provides closing out activities.

### **HUMAN RESOURCES RESPONSIBILITIES**

- Provides leadership to staff through communication, training, mentoring, coaching and motivation.
- Organizes and coordinates committees, programme and project team members, and provide advice on methodology and work procedures.
- Participates in the recruitment of staff and makes recommendations on Human Resource issues.
- Ensures that staff is aware of and adheres to plans, procedures and regulations.
- Maintains a system that fosters a culture of teamwork, employee empowerment and commitment to goals.

### **OTHER RESPONSIBILITIES**

- Performs any other related duties consistent with the category, nature, functions and objectives of the job.

### **Required Knowledge, Skills and Abilities**

- Excellent planning, organizational and multi-tasking skills.
- Excellent verbal and written communication skills.
- Good leadership and interpersonal skills.
- Good customer service relations skills.
- Good analytical skills.
- Strong team building and negotiation skills.
- Strong creative and problem-solving skills with the ability to work both independently and as part of a team.
- Ability to work with tight guidelines and deliver positive results.

- Ability to elicit cooperation and to adapt and respond to changes in priority and environment.
- Strategic thinking and documentation skills.  
Knowledge and experience in programme and project development and administration.
- Media and Public Relations
- Good research methods and information gathering skills.
- Excellent knowledge of the JIPO's policies and procedures.
- Excellent presentation skills.
- Good problem-solving skills and tenacity.
- Proficiency in the use of relevant computer applications.
- Social Media Marketing

### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Master's Degree in Media/Communication Studies, Mass Communication, Public Relations or related field, with at least five (5) years related experience, with a minimum of three (3) years at a senior managerial level; **OR**
- Bachelor's Degree in Media/Communication Studies, Mass Communication, Public Relations or related field with at least five (7) years related experience, with a minimum of three (3) years at a senior managerial level;
- Experience, training and certification in the development of programmes and project management;
- Specialized training and certification in any of the technical areas of Intellectual Property would be an asset.

Applications accompanied by resume should be submitted **no later than SUNDAY, JUNE 26, 2022** to:

**Director,  
Human Resource Management and Administration  
Jamaica Intellectual Property Office  
18 Trafalgar Road  
Kingston 10  
Website: [www.jipo.gov.jm](http://www.jipo.gov.jm)  
Email: [hrma@jipo.gov.jm](mailto:hrma@jipo.gov.jm)**

**Please note that we thank all for responding, but only short-listed applicants will be contacted.**