



OFFICE OF UTILITIES REGULATION

Regulating Utilities for the Benefit of All

CAREER OPPORTUNITY

The Office of Utilities Regulation (OUR) invites applications from suitably qualified individuals to fill the following contract position of:

SOCIAL MEDIA CO-ORDINATOR

CORE FUNCTIONS:

- ◆ Conceptualise and develop an annual social media strategy and programme for the OUR, which should include S.M.A.R.T. communication deliverables;
- ◆ Co-ordinate, implement and maintain the organization's presence across various new media platforms, including, but not limited to: **Facebook, Instagram, Twitter, LinkedIn, Google+**;
- ◆ Use these social media tools to support the delivery of the OUR's various public education campaigns and consumer awareness activities, designed to enhance stakeholder confidence in the OUR;
- ◆ Develop strategies to identify and create consumer conversations around matters related to the OUR's mandate, engage followers and channel contacts to the Consumer Affairs Unit; and
- ◆ Use *Adobe InDesign* or other graphics software, to design and create innovative and captivating content for OUR's social media platforms that will connect with consumer and other stakeholders, as well as fulfil the graphics needs of the Department and other internal stakeholders.

REQUIRED QUALIFICATIONS, EXPERIENCE & CRITICAL

COMPETENCIES:

- ◆ An Undergraduate degree in Marketing, Mass Communication, Integrated Marketing Communication, or other related disciplines from a recognized tertiary institution;
- ◆ Proven knowledge, experience and certification in Graphic Design and the use of software including, *Adobe InDesign, Adobe Audition, CorelDRAW Graphics Suite* etc.;
- ◆ A minimum of at least five (5) years' experience performing similar functions preferably at a supervisory level; and
- ◆ Experience working in a utility or regulatory environment would be a distinct advantage.

Applications should be submitted no later than 2019 September 20 to:

Director, Administration and Human Resource
Office of Utilities Regulation
3rd Floor, PCJ Resource Centre
36 Trafalgar Road, Kingston 10, Jamaica.
Email: employment@our.org.jm

Issued by the Office of Utilities Regulation on 2019 September 1

Only shortlisted applicants will be contacted.