



Government of St. Vincent and the Grenadines

POST OF INFORMATION OFFICER, AGENCY FOR PUBLIC INFORMATION

MINISTRY OF EDUCATION, VOCATIONAL TRAINING AND INNOVATION, DIGITAL TRANSFORMATION AND INFORMATION

Applications are invited from suitably qualified persons to fill the post of **INFORMATION OFFICER, AGENCY FOR PUBLIC INFORMATION** at the Ministry of Education, Vocational Training and Innovation, Digital Transformation and Information.

QUALIFICATIONS AND EXPERIENCE

Applicants should possess the following qualifications:

- A Bachelor's degree in Journalism, Mass Communication, Public Relations, Communications, Media Studies or a related discipline from a recognized institution
- Relevant experience in journalism, communications, public relations, media or public information
- Knowledge of Government policies, programmes and national development priorities

CORE DUTIES

The duties of the person appointed to the post will include:

- Researching, gathering, verifying and disseminating information relating to Government policies, programmes, projects, services and activities
- Attending and reporting on Government meetings, press conferences, launches, ceremonies, consultations and other official events
- Conducting interviews with Ministers, senior public officers, technical personnel and other relevant stakeholders for the preparation of information products
- Developing content for the Agency's various communication platforms, including websites, social media, newsletters, radio, television and other digital media
- Assisting in the production and coordination of public information programmes designed to increase public awareness and understanding of Government policies and services
- Monitoring local, regional and international media for information relevant to Government operations and national development
- Establishing and maintaining effective working relationships with members of the media, Government ministries and departments, statutory bodies, non-governmental organizations and other stakeholders

SALARY

Salary is payable at the rate of \$43,272 x \$2,100-\$55,872 in Grade G.

CLOSING DATE FOR APPLICATIONS

Applications accompanied by proof of qualifications, along with two (2) recent testimonials, should be sent to the Chief Personnel Officer, Personnel Department, Ministerial Building, 2nd Floor, Halifax Street, Kingstown, no later than **October 05, 2026**.