



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

September 22, 2026

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting a suitably qualified individual to fill the following position in the Corporate Services Division, Corporate Communications and Public Relations Branch.

Videographer/Photographer (MCG/AVT 3)

Salary: \$3,501,526.00 per annum

JOB PURPOSE

Under the direction of the Website and Social Media Manager, the Videographer/Photographer is responsible for producing high-quality video recordings in accordance with assignment/schedules. The Videographer/ Photographer provides photography and video coverage of events for the Ministry, Agencies and Departments island wide and assists with video editing and packaging to support the Ministry's Public Relations and Corporate Communications Programme.

KEY OUTPUTS

- Video recorded
- Photographs taken and images captured
- Video footage for broadcast edited and packaged
- Content delivered
- Good working relations with media practitioners maintained
- Ministry's events attended and video coverage provided
- Equipment maintained
- Advice and technical support provided

KEY RESPONSIBILITIES:

- Attends and covers assignments on location;
- Liaises with Producer/Administrative and Special Assistants to set up shoots;
- Ensures proper lighting for all shoots and optimum recording quality;
- Conceptualizes, produces and edits content according to broadcasting standards;

- Develops and manages archive of video content;
- Manages and maintains all equipment in accordance with manufacturer's instructions;
- Ensures the security and safety of equipment on assignment at all times;
- Maintains ongoing liaison with media houses;
- Takes photographs and captures images to be used for a variety of purposes
- Sets up and operates photographic and video equipment
- Performs such other duties and responsibilities, appropriate to this post, as may be required from time to time.

Technical/Professional Responsibilities

- Attends and covers assignments on location;
- Liaises with Producer/Administrative and Special Assistants to set up shoots;
- Ensures proper lighting for all shoots and optimum recording quality;
- Conceptualizes, produces and edits content according to broadcasting standards;
- Develops and manages archive of video content;
- Manages and maintains all equipment in accordance with manufacturer's instructions;
- Ensures the security and safety of equipment on assignment at all times;
- Maintains ongoing liaison with media houses;
- Takes photographs and captures images to be used for a variety of purposes
- Sets up and operates photographic and video equipment
- Performs such other duties and responsibilities, appropriate to this post, as may be required from time to time.

PERFORMANCE CRITERIA

- Quality of video recordings in relation to broadcast standards.
- Subject and style of footage in relation to producer requirements.
- Content delivered in accordance with agreed schedule.
- Equipment maintained in accordance with stipulated guidelines and repair/replacement costs in relation to budget.
- Events attended in accordance with schedule and professionalism maintained.
- Harmonious relationship between the Ministry and the media cultivated and maintained.
- Ministry appropriately represented on television, radio, and online discussions.
- Confidentiality and integrity are exercised
- High ethical standards are maintained in the conduct of professional and personal business.

MINIMUM EDUCATION AND EXPERIENCE

- Certification in Video Production or equivalent programme from the Creative Production and Training Centre (CPTC), Caribbean Institute of Media and Communication (CARIMAC) or any other recognized institution
- A minimum of two (2) years' experience in broadcast video production, sound, lighting and editing systems.

KEY COMPETENCIES

- Good knowledge of the general functions, programmes, objectives, and policies of the Ministry;
- Excellent knowledge of videography, sound recording and photography and the operation of multi-media systems
- Sound knowledge in non-linear techniques and software
- Sound knowledge in all areas of video production
- Excellent Customer and Quality Focus
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

Core Competencies

- Oral and written communication skills
- Problem solving & decision making
- Analytical thinking
- Flexibility and adaptability
- Initiative
- Integrity
- Adaptability
- Interpersonal skills
- Teamwork and cooperation
- Managing External Relationships

**Applications accompanied by resume should be submitted no later than
October 06, 2026 to:**

**The Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue, Kingston 5
Email: hrm@miic.gov.jm**

We appreciate your responses; however only short-listed applicants will be contacted.