



Communications and Public Relations Manager **CI\$ 81,403.00 to CI\$107,208.00 per annum**

The Public Service Pensions Board (PSPB) is a statutory authority established to administer the public sector pension plans in the Cayman Islands. These include: the Public Service Pensions Plan, the Parliamentary Pensions Plan and the Judicial Pensions Plan. Both Defined Benefit and Defined Contribution types of provisions are involved.

The PSPB is seeking a dynamic and strategic Communications and Public Relations Manager to elevate our voice, and visibility in the pension administration and member services space. This role requires a seasoned communicator, who can operate across multiple tiers of engagement, from individual members to technical experts such as actuaries and policy advisors.

The successful candidate will be responsible for crafting clear, compelling, and targeted messaging that supports our mission, enhances member understanding, and strengthens stakeholder confidence. In addition, the role will lead the development of a savvy and impactful social media presence, positioning the PSPB as a specialist and thought leader in the field.

Reporting directly to the Chief Pensions Officer, the key accountabilities are as follows:

1. Leads the development and implementation of PSPB's Key Performance Indicator based communications strategy and annual communications plan including social media to ensure alignment to the organizations' values and business strategies.
2. Develop and execute communication strategies tailored to diverse audiences, including pension members, actuaries, regulators and internal teams
3. Translate complex pension and policy information into accessible language for member engagement.
4. Organizes stakeholder engagement events and monitors stakeholder engagement levels based on agreed metrics to determine if additional outreach is required.

5. Responsible for the planning and delivery of relevant pension communications material to ensure consistency in messaging. Create and manage content across digital platforms to build brand authority and public trust.
6. Works with PSPB's stakeholders and providers on communication strategy and delivery. Lead the development of campaigns that promote pension literacy and service awareness
7. Monitors and analyse pension communication effectiveness and adjust strategies according to market developments and apply these to PSPB, as appropriate, to promote continuous improvement in the quality and effectiveness of scheme communications.
8. Writes press releases for local / national media, adapts press releases for Caribbean syndication, and develops relationships with key media to secure and grow media coverage both online and offline.
9. Develops and manages communication methods including the use of social media.
10. Monitors press stories relating to pensions, savings, PSPB, and its brand to maximize opportunities for positive public relations and mitigate any negative public relations.

Qualifications and Experience (at a minimum):

- Bachelor's degree, preferably in communications or public relations
- Minimum of 10 years' experience in the Pensions Industry developing and delivering effective communications
- Project management experience
- Knowledge of how the government works, how public service pensions are managed, and how PSPB is organized and works is desirable.

PSPB offers an attractive compensation package including pension and medical. Salary will be commensurate with qualification and experience. Please forward your Resume and three References that attests to your character and job-related activities to:

Email: recruitment@pspb.ky

Deadline for receipt of application: 31st December 2025