

The Management Institute for National Development (MIND) is the Government of Jamaica's learning, leadership and organizational development institute, with the mandate **“to provide effective leadership development and management training appropriate to all levels, and in line with the demands of a modern and competitive public service”**. MIND offers an exclusive focus on programmes, courses, outreach and supporting services that are strategically designed to enhance the professionalism and performance quality of the public sector, to deliver high-quality services efficiently and effectively to all stakeholders.

**Applications are invited to fill the following vacancy at the
Management Institute for National Development's Hope Campus**

Head of Facilities and Asset Management

The Head of Facilities and Asset Management provides leadership and managerial direction required to achieve the Agency's strategic objectives of improving MIND's social facilities, client services, environmental and security provisions.

The successful candidate should possess the following competencies:

- Strong Leadership and Management Skills
- Excellent Strategic Thinking and Business Acumen
- Good Knowledge of Risk Management and Business Continuity
- Excellent Knowledge of Building Maintenance and Space Management
- Excellent Knowledge of Asset Management Policy Development
- Ability to Develop Strategy for Energy and Utility Management
- Good Knowledge of and Practice in Asset Management Planning
- Sound Decision Making Skills
- Ability to provide a supportive role to the Director Finance, HRM & Administration
- Excellent Presentation Skills
- Effective Communication Skills

Required Qualification and Experience:

1. Post Graduate Degree/Diploma in Management Studies, Business Administration or equivalent qualification/training
2. Minimum of five (5) years experience in a related field

Interested individuals should address their applications and résumés to MIND's

Director Finance, Human Resource Management & Administration

Deadline for applications is October 28, 2019

Email address: hr@mind.edu.jm