

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.”*

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

Facilities and Asset Management Officer

The incumbent will be responsible for:

- Coordinating and ensuring that the provision of efficient facilities maintenance and management services to meet the Agency's standards and assure the comfort and convenience of customers and staff.
- Managing and monitoring all fixed assets owned by the Agency and ensuring the procedures for labelling all assets are accurately followed and to maintain and update information on the Fixed Asset Register.

The successful candidate should possess the following competencies:

- Ability to implement a planned maintenance plan/programme.
- Ability to find creative ways to make the optimum use of space.
- Excellent Planning, Organization and Project Management Skills.
- Ability to establish and maintain effective relationships with customers and gain their trust and respect.
- Working knowledge of the policy and guidelines for Asset Management.
- Ability to process and analyze asset management data to provide effective business information as required.

Qualification and Experience

- Bachelor's Degree in Management Studies, Business Administration or equivalent qualification/training
- Supervisory Management Training
- Three (3) years related work experience

Interested individuals should address their applications and résumés to MIND's
Director Finance, Human Resource Management & Administration

Deadline for applications is Monday, March 30, 2020

Email: hr@mind.edu.jm