

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

Information Communication & Technology Management Officer

The incumbent will assist with the management and ongoing development of MIND's Information and Communications Technology needs and ensure the provision of systems support and maintenance to MIND's stakeholders as required.

The successful candidate should possess the following competencies:

- A thorough understanding of interactive communications and delivery systems, processes, user interface design, as well as industry best practices
- Exposure to Microsoft Windows (Clients & Server), Intel based desktops, laptops hardware and computer peripherals
- Sound knowledge of hardware and software technology, including but not limited to computers & electronics, local area network; wide area network, Virtual Private Networks (VPN); Active directory and Windows based Client/Server operating systems; utilities and administration.
- Ability to train users in applications and Windows fundamentals, and writing basic documentation
- Excellent knowledge of Windows Domain Administration tools and processes
- Sound knowledge and appreciation of Project Management
- Excellent teamwork and cooperation skills
- Excellent organizational and administrative skills
- Excellent time management Skills

Required Qualification and Experience:

- Bachelors Degree in Computer Science or equivalent qualification
- Familiarity with networked/distributed computing environment and concepts
- A minimum of 2 years progressively responsible work experience in computer operations, utilization of systems and management of a technical or administrative nature

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