

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**

Senior Manager Human Resource Management

The incumbent is responsible for:

- The provision of leadership and managerial direction for the Agency's human resource management.
- The development and implementation of policies, processes and programmes which contribute to and sustain a safe, engaging, enabling and dynamic work environment that reinforces the Agency's values, raise the level of staff.
- Strengthening the human resource capacity to successfully roll out its Strategic Plan and programmes and operate and propagate a performance and accountability ethos in the Public Service.
- Recruitment and retention, performance management, employee relations, learning and development, leadership and management development, coaching and mentoring, compensation and benefits, organisational development, orientation, succession and workforce planning.

Qualification and Experience

- Postgraduate degree preferably in Human Resources, Industrial/Organisational Psychology
- Minimum of 5-7 years of practical experience as a human resources generalist preferably with experience in a fast-paced, challenging environment including five (5) years at a senior management level.
- Experience in Change Management
- Wide-ranging knowledge and experience in HR disciplines and processes including the latest development in HR techniques and practices.
- A sound appreciation of and experience in Management Disciplines and Techniques
- Extensive experience in HR Policy and Strategy Development as well as provision of operational support and advise.
- In-depth knowledge and experience working with relevant employment legislation
- Knowledge and experience of the latest developments in learning and development
- Experience in the public sector environment

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