



# Management Institute for National Development

An Agency of the Office of the Cabinet, Government of Jamaica

*Building Capability for Public Service Excellence*

ISO 9001: 2015 CERTIFIED

Applications are invited to fill the following vacancy

## CAPABILITY DEVELOPMENT SPECIALIST

In filling this vacancy we are specifically seeking to identify an individual with facilitation skills in any of the following areas: Finance and Accounting, Mathematics, Project Management and General Management.

The incumbent will be responsible for:

- The delivery of programmed, customized and online training
- The coordination and administration of programmes and courses
- Providing business development and product planning/development support
- Conducting applied and academic research

The successful candidate should possess the following competencies:

- Assessing Learning and Development Needs
- Designing and Development of Learning Solutions
- Facilitating Learning Interventions
- Support Transfer and Embedding of Learning
- Evaluate Learning
- Execute Organisational Development
- Planning, Organizing, Project Management and Administrative Skills
- Knowledge of Competency Based Education and Training

Minimum Qualification and Experience:

- Masters Degree in the relevant discipline;
- Teaching/Training Certification;
- Minimum of five (5) years related work experience.

Qualified applicants are invited to address their applications and résumés to:

- Director Finance, Human Resource Management & Administration
- [hr@mind.edu.jm](mailto:hr@mind.edu.jm)

**Application Deadline: Friday, July 30, 2021**

### MIND Kingston

235A Old Hope Road, Kingston 6, Jamaica W.I.

Phone: 876 927-1761 | Fax: 876 977-4311



[marketing@mind.edu.jm](mailto:marketing@mind.edu.jm)



website:  
[www.mind.edu.jm](http://www.mind.edu.jm)

