



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

STAFF VACANCY

Applications are invited to fill the following vacancy

Manager Information Communication & Technology Management, Level 8

The incumbent has the responsibility to lead, direct and manage the Information, Communication and Technology process, in a cohesive and coherent manner, utilizing the best and most effective strategies, developed and implemented to advance the Agency's strategic goals.

Key Responsibilities include but are not limited to:

- Develops and maintains a framework that supports efficient and effective business, administration, learning facilitation and professional development; connects learning beyond the classroom; improves assessment, reporting, accessing and managing teaching and learning, business and administrative processes.
- Provides a reliable ICT infrastructure that anticipates, meets and satisfies MIND's learning, teaching and administrative needs; enables the development, establishment and promotion of the ICT vision for MIND; and supports all aspects of the implementation and change management processes that underpin the fulfillment of MIND's Strategic Plan.
- Develops and oversees MIND's ICT strategy development (in consultation with other relevant MIND personnel and in keeping with MIND's and the Government of Jamaica (GOJ) - ICT strategic plan) and strategy implementation processes.

Minimum Qualification and Experience:

- Master of Science in Computer Science or related discipline
- Familiarity with networked/distributed computing environments and concepts
- Three (3) years of progressively responsible work experience in computer operations

Special Skills Requirements

- Proven ability to work in a high pressure environment with multiple tasks, changing priorities, and changing resources
- Knowledge and appreciation of the adult learning environment and the public sector

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

- Director Finance, Human Resource Management and Administration
- hr@mind.edu.jm

Application Deadline: Monday, November 21, 2022

MIND Kingston

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

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



marketing@mind.edu.jm



website:
www.mind.edu.jm

