



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 Product Quality Assurance, Grade 8

The **Manager Product Quality Assurance** will have responsible to:

- Act in an advisory capacity to the PSCD's Director and Management Team on all matters related to Product Quality Assurance
- Manage and lead MIND's learning assessment function:
 - Strengthen the assessment capacity of the Agency through the support of faculty in the implementation of assessment and related analysis activities.
 - Provide other assessment-related support and informing assessment policies, resources and tools.
- Lead all activities related to the accreditation and re-accreditation of programmes and courses at the Branch level
- Assess the quality of programmes and courses developed and reviewed to ensure that they are in keeping with established quality standards
- Administer the process of Faculty Evaluations
- Conduct ongoing review and update of the operational policies, procedures and processes supporting the services provided by the Public Service Capability Development Branch towards continuous improvement in keeping with the Agency's Quality Management System.

Minimum Qualification and Experience:

- Masters Degree in Educational Assessment or a related field
- Three (3) years' experience in a senior position in the private or public sector to include at least twenty-four (24) months in a quality assurance related capacity
- Experience as a teacher/trainer and or working in Assessment would be an advantage
- Experience working with a Quality Management System

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

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

Application Deadline: Wednesday, January 25, 2023

MIND Kingston

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