



**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
Product Quality Control Officer, Grade 6

The **Product Quality Control Officer** will have responsibility to:

- Ensure the quality of the Agency's learning products
- Ensure the effective administration of all of the Agency's Assessment activities in keeping with established policies and procedures
- Verify the accuracy of assessment results and ensure their timely dispatch to the Registry

The successful candidate should possess the following competencies:

- Knowledge of Quality Assurance Issues
- Knowledge of Assessment Procedures
- Knowledge of Assessment Strategies
- Knowledge of Competency Based Education and Training
- Knowledge and Experience in Learning Product Development
- Excellent Planning, Organization and Project Management Skills
- Good Records Management Skills
- Excellent Time Management Skills

Minimum Qualifications and Experience:

- Bachelor's Degree in Education or a related field
- Three (3) years experience in a quality assurance environment
- Experience as a teacher/trainer would be an advantage.

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

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

Application Deadline: Wednesday, January 25, 2023

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