



# 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

### Human Resource Administrator, Level 5

The **Human Resource Administrator** will provide administrative support to the Human Resource function to facilitate implementation of the Agency's human resource policies and procedures and achievement of corporate goals and objectives.

#### Responsibilities include:

- Assist with the Agency's recruitment and selection activities including the orientation of new staff members
- Perform normal administrative tasks including the handling of mails and telephone calls
- Maintain adequate supply of office stationery and other supplies
- Assist with the Maintenance of the unit's filing system as well as the Human Resource Management Information System in keeping with the Agency's policies and procedures
- Assist with the preparation of weekly, monthly, quarterly and annual reports
- Assist with the planning of staff functions and social activities
- Advise employees on the institution's Human Resource policies and procedures
- Assist with the administration of staff leave and attendance records

#### The successful candidate should possess the following competencies:

- Knowledge of Human Resource Policies, Procedures and Practices
- Excellent Administrative Skills
- Good Records Management Skills
- Good Interpersonal Skills
- Good Analytical Skills
- Sound Knowledge and Appreciation of Relationship Building and Management
- Good understand business processes and the use of technology in organizations

#### Minimum Qualifications and Experience:

- Bachelor's Degree in Human Resources Management or equivalent qualification/training
- A minimum of two (2) years' related work experience

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

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

**Application Deadline: Friday, August 9, 2024**

**MIND Kingston**

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