



# 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

### Learning and Development Specialist, Grade 7

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, General Management and Customer Service.

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 Qualifications and Experience:

- Masters Degree in the relevant discipline;
- Teaching/Training Certification and
- Minimum of five (5) 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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