



# 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

### Librarian, Grade 7

The incumbent is responsible for:

- Establish and maintain a framework that supports the efficient and effective public sector capability development role of MIND, through the provision of knowledge, information and other professional development resources in keeping with MIND's vision in Training for Public Service Excellence.
- Develop and define strategic short-term and long-term initiatives to fulfill Strategic Plans; troubleshoot, manage crisis situations anticipate, identify and form solutions to problems which may arise.
- Monitor and evaluate user needs and system functionality and ensure that the Library meets these needs.
- Work closely with the Directors, Managers and all other relevant MIND team members and stakeholder interest groups (such as Government MDA's, Partners and Participants) to give 'high value' assistance in course preparation, developing print/electronic syllabi, individual/classroom instruction and consultations.

#### Minimum Qualifications and Experience

- Bachelor's Degree in Library and Information Science
- Training in Records Management an asset
- A minimum of two (2) years' experience

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

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

**Application Deadline: Tuesday, April 16, 2024**

**MIND Kingston**

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