



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

Library and Information Management Assistant, Grade 4

The incumbent is responsible for:

- Assist with the process of developing, and establishing a framework for more effective Research, Library/ Information outreach to all stakeholders via a focused, ongoing effort to publicize the many services, skills, and talent the Records and Information Management (RIM) Unit can offer to stakeholders
- Research, library/ Information resource material and/or services, to support training, learning, professional and personal development, effectiveness and impact; and in the process, keep tuned-in to programme/course performance and operational efficiencies and maintenance of effective brand management and strategic positioning of the Agency
- Assist the process of developing and delivering a positive Records and Information Management, customer service and/or client relationship oriented service in response to the needs of the stakeholders

Minimum Qualifications and Experience:

- Diploma in Library Science or equivalent qualification
- Two (2) years' related work experience

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

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

Application Deadline: Tuesday, April 16, 2024

MIND Kingston

235A Old Hope Road, Kingston 6, Jamaica W.I.

Phone: 876 927-1761 | Fax: 876 977-4311



marketing@mind.edu.jm



website:
www.mind.edu.jm

