



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

Manager Registry and Records Management, Grade 7

The incumbent is responsible for:

- Ensure Agency, Registry and Records Management policies and procedures are applied, enforced and fully integrated into all areas of operation and communicated to all relevant stakeholders
- Assist with the development and establishment as required, administrative and registration policies to ensure rules and regulations are consistently applied and procedures are standardized
- Assist with drafting and proposing new policies, systems and procedures for consideration by the appropriate bodies; and review and recommend changes to ensure compliance with regulatory and accreditation policies and requirements
- Assist with the Management, maintenance and development of systems, procedures and strategies to ensure data quality; undertake data quality checks on a regular basis; identify and initiate strategic improvements required to ensure accurate data

Minimum Qualifications and Experience

- Bachelor's Degree in Business Management, Education Administration, MIS, or a related area
- Four (4) years' experience in a registry, records management or similar functional area
- Significant experience in a complex administrative role
- Proven record of successful experience in a people-oriented environment

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

- Director Finance, HRM and Administration
- hr@mind.edu.jm

Application Deadline: Tuesday, April 16, 2024

MIND Kingston

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