



# 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 Research and Information Management, Grade 8

The incumbent is responsible for:

- Interpret and communicate Agency policies that affect the Research and Information Management Unit, by determining the intent of the policy and how it can best be put into practice, as well as how it is to be enforced, to ensure full integration of Agency policies and procedures into all areas of operation and communicated to all relevant stakeholders.
- Develop and establish as required, administrative and registration policies to ensure rules and regulations are consistently applied and procedures are standardized.
- Draft and propose 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.
- Develop and deliver a positive Research and Information Management, customer service and/or client relationship oriented service in response to the needs of the stakeholders.

#### Minimum Qualifications and Experience

- Master's Degree in Management, Research and Information and/or equivalent qualification/training in relevant field
- A minimum of five (5) years' related work 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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