



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 for the following vacancy Office Attendant, Level 2

This position is responsible for playing a key role in creating a positive environment for staff, participants and visitors by ensuring that the Agency's premises are clean, attractive and conducive to the delivery of MIND's services.

The successful candidate should possess the following competencies:

- Good Housekeeping Skills
- Good Knowledge of Hospitality Principles
- Ability to communicate effectively
- Regard for aesthetics and cleanliness
- Good Interpersonal Skill
- Ability to understand and carry out oral and written instruction
- Ability to follow through on assigned tasks

Minimum Qualifications and Experience:

- High School Diploma
- Hospitality Certification
- Food Handlers' Permit
- One (1) year related work experience

Special Requirements

- Must be physically fit and able to move about in the execution of duties
- Must be able to work flexible hours including weekends

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

