



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

Registry and Records Management Officer, Grade 4

This position is responsible for providing efficient and effective registry services in all areas as well as the effective management, administration and maintenance of Registry, Corporate and Agency evidential and historical records.

The successful candidate should possess the following competencies:

- Good understanding of business processes and the use of technology pertinent to Registry and Records Management
- Sound Knowledge and Appreciation of Customer and Personal Service
- Good Knowledge of Records Management
- Excellent Organizational/Administrative/Project Management Skills
- Good Problem Solving and Analytical Skills
- Excellent Presentation and Interpersonal Skills
- The ability to work under pressure and to tight deadlines

Minimum Qualification and Experience:

- Associate of Science Degree in Business Management, Education Administration, Management Information System, or a related area
- A minimum of three (3) years' experience in a registry, records management or similar functional area
- Previous administrative 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

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