



# 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 **Senior Manager Human Resource Management, Grade 9**

#### The incumbent is responsible for:

- The provision of leadership and managerial direction for the Agency's human resource management and corporate services.
- The development and implementation of policies, processes and programmes which contribute to and sustain a safe, engaging, enabling and dynamic work environment that reinforces the Agency's values, raises the level of staff engagement.
- Strengthening the human capacity to successfully roll out its Strategic Plan and Programmes, and operate and propagate in the Public Service, a performance and accountability ethos.
- Recruitment and retention, performance management, employee relations, learning and development, leadership and management development, coaching and mentoring, compensation and benefits, organisational development.

#### Minimum Qualifications and Experience:

- Postgraduate degree preferably in Human Resource, Industrial/Organisational Psychology
- Minimum of 5-7 years of practical experience as a human resource generalist, preferably with experience in a fast-paced, challenging environment including five (5) years at a senior management level
- Experience in Change Management
- Wide-ranging knowledge and experience in HR disciplines and processes, including the latest development in HR techniques and practices
- Sound appreciation of and experience in Management Disciplines and Techniques
- Extensive experience in HR Policy and Strategy Development as well as the provision of operational support and advice
- In-depth knowledge and experience working with relevant employment legislation
- Knowledge of and experience with the latest advancements in learning and development
- Experience in the public sector environment

#### 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**

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

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



[marketing@mind.edu.jm](mailto:marketing@mind.edu.jm)



website:  
[www.mind.edu.jm](http://www.mind.edu.jm)

