



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 Officer – Human Resource Management (Grade 7)

The incumbent is responsible for:

- Assist in the strategizing, development and execution of full life cycle recruiting projects
- Leverage the use of Job Boards to achieve and exceed recruitment targets
- Network through industry contacts, association memberships, trade groups, social media, and employees
- Assist in developing and tracking measurable facets of the recruiting and hiring process so that the processes are transparent and measurable
- Execute continuous improvement goals
- Administrative duties and recordkeeping

EDUCATION/EXPERIENCE

- Master's Degree in Human Resource Management or equivalent qualification/training from an accredited college/university or any other related field.
- Minimum of three years human resources experience required; with a minimum of two years corporate recruiting.
- Proficient in Microsoft Excel, Microsoft Office suite, and online collaboration tools (SharePoint/Teams)
- Working knowledge of recruiting software, as well as Human Resource Information Systems (HRIS) or Human Resource Management Systems (HRMS). HR databases, Applicant Tracking Systems (ATS) and Candidate Management Systems (CMS).
- Strong leadership ability is required.

Required Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skill, and ability required.

- Experience with full life cycle recruiting (executive, experienced hire and volume).
- Ability to prioritize tasks and work independently to meet deadlines in a fast-paced environment, with effective time management skills.
- Proven candidate sourcing and relationship building skills.

- Strong verbal/written communication, problem-solving, analytical, and independent judgement skills to support an environment driven by customer service and teamwork.
- Ability to maintain the highly confidential nature of human resources work.
- Ability to work productively and collaboratively with a diverse group (both internally and externally) and foster teamwork.
- Advanced proficiency in Microsoft Outlook to include the ability to schedule meetings/interviews accurately across multiple time zones
- Demonstrates attention to detail with proven organizational and prioritization skills
- Excellent analytical skills with the ability to exercise appropriate judgment in executing tasks without supervision
- Demonstrates resourcefulness and initiative in dealing with daily assumptions.
- A high level of individual creativity and initiative, with the ability to think analytically, and research and assess opportunities.

Technical Competencies

- **Recruitment**– Understands and demonstrates knowledge of HR concepts, principles, and practices related to identifying, attracting, and selecting individuals and placing them in positions to address changing organizational needs
- **Influence & Negotiation**- Uses persuasion to gain the support and cooperation from stakeholders, leadership team, colleagues, support staff, and other parties to achieve the desired course of action consistent with the organization's strategic goals and objectives
- **Strategic Thinking**- Supports organizational goals and objectives in accordance with strategic and/or operations plans.

Qualified applicants should submit their applications and resumes via the Caribbean Jobs website
<https://www.caribbeanjobs.com/Senior-Officer-HRM-Job-201325.aspx>

We thank all applicants, however only shortlisted candidates will be contacted

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