



**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 temporary vacancy (2 years)

Research and Information Management Officer, Grade 6

The successful candidate should possess the following competencies:

- Research, analyze, present and disseminate statistical and other data and performance information
- Provide assistance with the design, development and implementation of strategies and techniques to research, assess, and recommend strategies to bridge the gaps in MIND's research framework/infrastructure and improve optimum strategic effectiveness
- Conduct Client Satisfaction Surveys and Participant Evaluations
- Conducting qualitative analysis of data conducted through interviews, focus groups, workshops or other methods.
- Undertake research of stakeholder training, development and service needs/requirements

Minimum Qualification and Experience:

- Bachelor's degree in social research, social planning or statistics. and/or equivalent qualification/training
- Proven skills in social trends, demographic trends, quantitative and qualitative research methods, and consultation methods
- A minimum of three (3) years related work experience

Qualified applicants are invited to address their applications and résumés to:

- Director Finance, Human Resource Management & Administration
- hr@mind.edu.jm

Application Deadline: Friday, June 20, 2025

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

