



**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

## **Business Development and Communication Administrator, Level 5**

The incumbent is responsible to:

- Assist with the process of developing, establishing and monitoring Administrative policies, procedures and systems to guide the effective administration of the BDC Department, across all Units.
- Assist with the establishment of an effective administrative proficient culture across the Agency, working with managers, administrators and other key personnel to inform, advise and implement the best and most effective administrative attitudes, approaches and methodologies to enable the Units, Departments and the Agency to fulfill the strategic objectives.
- Work closely with all MIND internal and relevant external stakeholders to promote, produce, disseminate, launch and manage a successful BDC programme to support new, existing and on-going programmes and/or events.
- Assist with the process of ensuring that all BDC activities are in alignment with MIND's strategic goals and performance outcomes.
- Develop and define strategic short-term and long-term BDC administrative initiatives to fulfill Strategic Plans.

### **Minimum Qualifications and Experience:**

- Bachelor's Degree and/or appropriate level Certificate in Communication, Business Administration, Administrative Management
- Solid experience using multiple communications platforms, including digital, print and events
- A minimum of three (3) years Administrative Management experience

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

Director Finance, Human Resource Management and Administration.

Email: [hr@mind.edu.jm](mailto:hr@mind.edu.jm)

**Application Deadline: December 21, 2025**

**MIND Kingston**

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

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