



**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

Capability Development Specialist, Grade 7

In filling this vacancy, we are specifically seeking to identify an individual with facilitation skills in any of the following areas: Project and Programme Management, Records and Information Management, Human Resource Management, Auditing, Financial Management & Accounting and General Management.

The incumbent will be responsible for:

- The delivery of programmed, customized and online training
- The coordination and administration of programmes and courses
- Providing business development and product planning/development support
- Conducting applied and academic research

The successful candidate should possess the following competencies:

- Assessing Learning and Development Needs
- Designing and Development of Learning Solutions
- Facilitating Learning Interventions
- Support Transfer and Embedding of Learning
- Evaluate Learning
- Execute Organisational Development
- Planning, Organizing, Project Management and Administrative Skills
- Knowledge of Competency Based Education and Training

Minimum Qualifications and Experience:

- Masters Degree in the relevant discipline;
- Teaching/Training Certification and
- Minimum of five (5) years related work experience.

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

- Senior Manager, Human Resource Management
- hr@mind.edu.jm

Application Deadline: Monday, November 17, 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

