



**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 (temporary)

Creative Development and Production Officer, Grade 6

This position leads, manages and guides the creative direction and process, from design to production and dissemination, via print, electronic and other medium, to support and communicate the strategic vision, mission and plan of the Management Institute for National Development (MIND).

The successful candidate should possess the following competencies to:

- Conceptualize, design and produce promotional materials to include but not limited to Agency's Directories of Learning Products, flyers, print and electronic advertisements, brochures, invitations, office signage, Agency website, annual and quarterly reports, exhibits and displays.
- Manage a multiple and dynamic range of projects from concept through completion.
- Develop and define strategic short-term and long-term creative initiatives to fulfill Strategic Plans.

Minimum Qualifications and Experience:

- Diploma in relevant and/ or appropriate discipline
- Experience in the use of a range of software for graphic design
- Formal professional portfolio presentation at final interview to demonstrate technical qualifications and talent
- Experience with software such as Photoshop, Illustrator, InDesign and Flash
- Knowledge of HTML, DHTML CSS, ActionScript and Drupal

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

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

Application Deadline: Monday, November 17, 2025

MIND Kingston

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