



**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

Delivery Attendant, Grade 3

This position is charged with the responsibility to transport Agency goods, documents and materials to facilitate effective operations.

The successful candidate should possess the following competencies to:

- Collect and deliver letters, documents and goods as requested
- Maintain accurate records of deliveries
- Meet schedules for the collection and delivery of mail
- Assist with sorting mail and other packages for delivery
- Prepare and process necessary paperwork related to mail services
- Ensure that the Agency's Motor Bike is serviced and fitness test and insurance is appropriately renewed
- Maintain copies of service records and other documents

Minimum Qualifications and Experience:

- High School Certificate
- One (1) year related experience
- Valid Motor Cycle Licence

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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