



**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

Head of Facilities and Asset Management, Level 7

The Head of Facilities and Asset Management is responsible for the maintenance and upkeep of the physical facilities and grounds of MIND. The incumbent, therefore, provides leadership and managerial direction required to achieve the Agency's strategic objectives of improving MIND's social facilities, client services and environmental provisions.

Responsibilities include:

- Manage the development and implementation of maintenance plans for MIND's campus to include all regular and ad-hoc maintenance activities so as to ensure the ongoing maintenance and care of the Agency's buildings, grounds and equipment.
- Develop/review and implement operational systems and procedures to guide the delivery of services by the Facilities & Asset Management Section to manage emergency situations.
- Prepare scope of work and bill of quantities in relation to improvement, construction and maintenance projects/operations.
- Develop and recommend for adoption, policies and procedures that ensure the efficient and effective management and safekeeping of the Agency's assets

The successful candidate should possess the following competencies:

- Contract Management
- Project Management
- Relationship Management with Suppliers and Specialists
- Risk Management
- Building Maintenance
- Space Management

Minimum Qualifications and Experience:

- Post Graduate Degree in Estate Management, Construction Management or Mechanical Engineering or a related field from a recognized tertiary institution;
- Three (3) years' experience in a similar position with at least two (2) years at the middle management level
- Sound knowledge of project planning
- Working knowledge of landscape techniques
- Sound knowledge of engineering works

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

- Director Finance, Human Resource Management and Administration
- hr@mind.edu.jm
- **Application Deadline: Monday, September 1, 2025**

MIND Kingston

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