



**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

## **Inventory and Asset Management Assistant, Grade 4**

This position is responsible for ensuring the efficient and effective management and safeguard of MIND's inventory and fixed assets in accordance with established guidelines.

**The successful candidate should possess the following competencies to:**

- Assist with the management and security of the Agency's assets
- Ensures the availability of stock on hand by forecasting, through previous issuing patterns, the amount of stock required so as to maintain the desired inventory level.
- Assist with the movement of assets and maintain proper documentation and labelling.
- Ensures that stock records are maintained in an efficient manner.
- Assist with the issue, receipt and storage of inventory items with the requisite approvals.
- Prepare quarterly and annual asset/inventory registers

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

- Associate of Science Degree in related discipline
- Two (2) years of work-related experience

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

- Director Finance, Human Resource Management & Administration
- [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.

Phone: 876 927-1761 | Fax: 876 977-4311



[marketing@mind.edu.jm](mailto:marketing@mind.edu.jm)



website:  
[www.mind.edu.jm](http://www.mind.edu.jm)

