



**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

Librarian, Grade 7

The incumbent is responsible for:

- Establish and maintain a framework that supports the efficient and effective public sector capability development role of MIND, through the provision of knowledge, information and other professional development resources in keeping with MIND's vision in Training for Public Service Excellence.
- Develop and define strategic short-term and long-term initiatives to fulfill Strategic Plans; troubleshoot, manage crisis situations, anticipate, identify and form solutions to problems which may arise.
- Monitor and evaluate user needs and system functionality and ensure that the Library meets these needs.
- Work closely with the Directors, Managers and all other relevant MIND team members and stakeholder interest groups to give 'high value' assistance in course preparation, developing print/electronic syllabi, individual/classroom instruction and consultations.

Minimum Qualifications and Experience

- Bachelor's Degree in Library and Information Science
- Training in Records Management an asset
- A minimum of two (2) years' experience

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

- Director Finance, HRM and Administration
- 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

