



**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

## Manager Registry and Records Management, Grade 7

The incumbent is responsible to:

- Ensure Agency, Registry and Records Management policies and procedures are applied, enforced and fully integrated into all areas of operation and communicated to all relevant stakeholders.
- Assist with the development and establishment as required, administrative and registration policies to ensure rules and regulations are consistently applied and procedures are standardized.
- Inform stakeholders of services provided by the Registry and Records Management Unit; policies and procedures and other pertinent information, through dynamic and effective communication channels.
- Assist with the Management, maintenance and development of systems, procedures and strategies to ensure data quality; undertake data quality checks on a regular basis; identify and initiate strategic improvements required to ensure accurate data.
- Maintain accuracy and integrity of information.

### Minimum Qualifications and Experience

- Bachelors Degree in Business Management, Education Administration, MIS, or a related area
- Four (4) years experience in a registry, records management or similar functional area
- Significant experience in a complex administrative role
- Proven record of successful experience in a people-oriented environment

Qualified applicants are invited to address their applications and résumés to Director Finance, HRM and Administration and email to [hr@mind.edu.jm](mailto:hr@mind.edu.jm)

Application Deadline: December 21, 2025

**MIND Kingston**

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