



**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 Research and Information Management, Grade 8

The incumbent is responsible for:

- Interpret and communicate Agency policies that affect the Research and Information Management Unit, by determining the intent of the policy and how it can best be put into practice, as well as how it is to be enforced, to ensure full integration of Agency policies and procedures into all areas of operation and communicated to all relevant stakeholders.
- Develop and establish as required, administrative and registration policies to ensure rules and regulations are consistently applied and procedures are standardized.
- Draft and propose new policies, systems and procedures for consideration by the appropriate bodies and review and recommend changes to ensure compliance with regulatory and accreditation policies and requirements.
- Develop and deliver a positive Research and Information Management, customer service and/or client relationship oriented service in response to the needs of the stakeholders.
- Develop, establish, monitor, evaluate 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.

Minimum Qualifications and Experience

- Master's Degree in Management, Research and Information and/or equivalent qualification/training in relevant field.
- A minimum of five (5) years' related work experience.

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

- Director Finance, HRM and Administration
- hr@mind.edu.jm

Application Deadline: Monday, September 1, 2025

MIND Kingston

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