



**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 Scheduled Programme Management, Grade 8

The incumbent is responsible to:

- Continually evaluate training programmes, methods, techniques and delivery mechanisms and make recommendations relating to training delivery and administration and update regularly to ensure consistently modern and effective learning products.
- Organize and prioritize training assignments and allocate resources appropriately.
- Oversee the preparation of assessment instruments and ensure their submission for the consideration of the Assessment Committee.
- Ensure the timely submission of assessment results to the Registry.
- Provide academic counseling/advising for participants.
- Resolve participant and client queries and concerns relating to learning, facilitation, course content, etc.

Minimum Qualifications and Experience

- Postgraduate Degree in relevant discipline
- Teaching/training qualification and experience
- Training and experience in curriculum development
- 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 and email to hr@mind.edu.jm

Application Deadline: December 21, 2025

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