



**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 for the following vacancy

Office Attendant, Level 2

This position is responsible for playing a key role in creating a positive environment for staff, participants and visitors by ensuring that the Agency's premises are clean, attractive and conducive to the delivery of MIND's services.

The successful candidate should possess the following competencies:

- Undertake regular scheduled and unscheduled cleaning of offices, training rooms, corridors, dining areas, bathrooms and other areas of the buildings, in keeping with the established beautification, cleaning and general maintenance standards of the Agency.
- Ensure that bathrooms are clean and that the necessary supplies are available such as toilet rolls, soap, etc. to maintain the expected high operating standard of these facilities so that they provide an excellent level of satisfaction to both participants and staff.
- Prepare refreshments and assist with meal services to customers, visitors and staff as directed for working luncheons and meetings.
- Distribute of mails, and other Agency material between offices in keeping with Agency policies and procedures.

Minimum Qualifications and Experience:

- High School Diploma
- Hospitality Certification
- Food Handlers' Permit
- One (1) year related work experience

Special Requirements

- Must be physically fit and able to move about in the execution of duties
- Must be able to work flexible hours including weekends

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

- Director Finance, Human Resource Management & Administration
- hr@mind.edu.jm

Application Deadline: Monday, November 17, 2025

MIND Kingston

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