



**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

Public Service Capability Development Administrator, Level 5

The **Public Service Capability Development Administrator** is charged with the responsibility to organise and manage the administration, support systems and activities that facilitate the effective running of the Public Service Capability Development Department and ensure the achievement of Unit goals, objectives and targets.

Responsibilities include:

- Develop and maintain an administratively, structurally efficient Public Service Capability Development Department, to respond effectively to the administrative needs and functions of the Department across all Units.
- Assist with the process of developing , establishing and monitoring administrative policies, procedures and systems to guide the effective administration of the Department, across all Units.

The successful candidate should possess the following competencies:

- Knowledge of Training Administration
- Administrative/Project Management Skills
- Good Records Management Skills
- Good Interpersonal Skills
- Good Analytical Skills
- Sound Knowledge and Appreciation of Relationship Building and Management
- Good understand business processes and the use of technology in organizations

Minimum Qualifications and Experience:

- Bachelor's Degree or equivalent qualification/training
- A minimum of two (2) years' related work experience

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

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

Application Deadline: Monday, September 1, 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

