



**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 temporary vacancy

Registry and Records Management Officer, Level 4

The **Registry and Records Management Officer** provides efficient and effective registry services in all areas and is responsible for the effective management, administration and maintenance of Registry, Corporate and Agency Evidential and Historical Records.

Responsibilities include:

- Assist with the leadership, direction, management, monitoring and maintenance of the Registry and Records Management strategic direction
- Ensure full integration of Agency and Registry policies and procedures into all areas of operation and communicate to all relevant stakeholders
- Provide central, high level support in the delivery of Registry services and ensure that an excellent level of service is maintained with the day-to-day running of the Registry

The successful candidate should possess the following competencies:

- Data Management and Statistical Skills
- Sound knowledge of electronic record management systems
- Sound Knowledge and Appreciation of Sales and Marketing
- Sound Knowledge and Appreciation of Customer and Personal Service
- Sound knowledge and Appreciation of Relationship Building and Management
- Problem Solving and Resolution Skills

Minimum Qualifications and Experience:

- Associate of Science degree in Business Management, Education Administration, Management Information System, or a related area
- Three (3) years experience in a registry, records management or similar functional area
- Previous administrative 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

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