



**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 (2 years)

## Research and Information Management Officer, Grade 6

The successful candidate should possess the following competencies:

- Research, analyze, present and disseminate statistical and other data and performance information
- Provide assistance with the design, development and implementation of strategies and techniques to research, assess, and recommend strategies to bridge the gaps in MIND's research framework/infrastructure and improve optimum strategic effectiveness
- Conduct Client Satisfaction Surveys and Participant Evaluations
- Conducting qualitative analysis of data conducted through interviews, focus groups, workshops or other methods.
- Undertake research of stakeholder training, development and service needs/requirements

### Minimum Qualification and Experience:

- Bachelor's degree in social research, social planning or statistics. and/or equivalent qualification/training
- Proven skills in social trends, demographic trends, quantitative and qualitative research methods, and consultation methods
- A minimum of three (3) years related work experience

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

- Director Finance, Human Resource Management & Administration
- [hr@mind.edu.jm](mailto:hr@mind.edu.jm)

**Application Deadline: Monday, August 25, 2025**

**MIND Kingston**

235A Old Hope Road, Kingston 6, Jamaica W.I.

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