



**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

Senior Manager Leadership Development, Grade 9

The incumbent is responsible to:

- Support the establishment and effective management of the Public Service Leadership Development Centre.
- Manage the overall design, development and implementation of organizational development projects in keeping with modern and relevant project management practices and principles.
- Develop solicited and unsolicited project proposals as appropriate.
- Establish and maintain relationships with key stakeholders including existing and potential funding partners, assisting with developing content for reports, presentations and briefings.
- Recommend the recruitment and selection of technical consultants, and advise on the individual content of each consultant's involvement in project execution.
- Manages project budget, tracks expenditure and ensures timely and accurate invoicing, and monitors receivables for project.

Minimum Qualifications and Experience

- Postgraduate Degree in Human Resource Management, Organizational Development or other relevant discipline
- Certification in Project Management
- Five (5) years related work experience
- Training and experience in adult learning and curriculum development would be advantageous

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

MIND Kingston

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