



**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 Officer Human Resource Management, Level 7

The Senior Officer Human Resource Management contributes to the development and implementation of human resource management activities of the Agency to maximize the strategic use of human resources and maintain functions such as recruitment and selection, workforce planning and organisational development so as to ensure the achievement of the Agency's strategic objectives.

Responsibilities include:

- Coordinating the Agency's recruitment and selection activities in keeping with the Human Resource Management Policies and Procedures
- Maintain an active and organized database of applicants for various positions
- Assess resumes and screen applicants for compliance with position qualifications and shortlist in collaboration with Unit Managers
- Devise, oversee and evaluate selection processes including interviews, assessment centre, psychometric tests, personality questionnaires and various group activities
- Maintain employee-related data bases including the Associate's Skills Bank so as to ensure that employee information is up-to-date
- Prepare and analyze reports to produce analytics and metrics that are necessary to carry out the functions of the Agency

The successful candidate should possess the following competencies:

- Contemporary Human Resource Policies and Practices
- Excellent Knowledge of Recruitment and Selection Process
- Good knowledge of employment laws, compensation and benefits administration, and related statutory regulations
- Good Interpersonal and Communications Skills
- Presentation 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:

- Master's Degree in Human Resource Management or equivalent qualification/training
- 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 and Administration
- hr@mind.edu.jm

Application Deadline: Monday, September 1, 2025

MIND Kingston

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