



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

Capability Development Specialist, Level 7

In filling this vacancy, we are specifically seeking to identify an individual with facilitation skills in any of the following areas: Project and Programme Management, Records and Information Management, Human Resource Management, Auditing, Financial Management & Accounting, and General Management.

The incumbent will be responsible for:

- The delivery of programmed, customized and online training
- The coordination and administration of programmes and courses
- Providing business development and product planning/development support
- Conducting applied and academic research

The successful candidate should possess the following competencies:

- Assessing Learning and Development Needs
- Designing and Development of Learning Solutions
- Facilitating Learning Interventions
- Support Transfer and Embedding of Learning
- Evaluate Learning
- Execute Organisational Development
- Planning, Organizing, Project Management and Administrative Skills
- Knowledge of Competency Based Education and Training

Minimum Qualifications and Experience:

- Masters Degree in the relevant discipline;
- Teaching/Training Certification and
- Minimum of five (5) 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

Application Deadline: Sunday, May 10, 2026

MIND Kingston

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