



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

Head of Facilities and Asset Management, Grade 7

The incumbent is responsible to:

- Manage the development and implementation of maintenance plans for MIND's campus to include all regular and ad-hoc maintenance activities so as to ensure the ongoing maintenance and care of the Agency's buildings, grounds and equipment.
- Develops/reviews and implement operational systems and procedures to guide the delivery of services by the Facilities & Asset Management Section to manage emergency situations.
- Manage effectively and efficiently training room allocation and rentals.
- Provides logistic support in respect of hosting functions for MIND; coordinates the preparation of grounds for special functions.
- Monitors, inspects and supervises daily activities related to the maintenance and upkeep of equipment and property under the care of the Facilities and Asset Management Section.
- Prepares scope of work and bill of quantities in relation to improvement, construction and maintenance projects/operations

Minimum Qualifications and Experience

- Post Graduate Degree in Estate Management, Construction Management or Mechanical Engineering or a related field from a recognized tertiary institution;
- Three (3) years' experience in a similar position with at least two (2) years at the middle management level

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: Sunday, May 10, 2026

MIND Kingston

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

Phone: 876 927-1761 | Fax: 876 977-4311



marketing@mind.edu.jm



website:
www.mind.edu.jm

