



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

Inventory and Asset Management Assistant, Grade 4

This position is responsible for ensuring the efficient and effective management and safeguard of MIND's inventory and fixed assets in accordance with established guidelines.

The successful candidate should possess the following competencies to:

- Assist with the management and security of the Agency's assets
- Ensures the availability of stock on hand by forecasting, through previous issuing patterns, the amount of stock required so as to maintain the desired inventory level.
- Assist with the movement of assets and maintain proper documentation and labelling.
- Ensures that stock records are maintained in an efficient manner.
- Assist with the issue, receipt and storage of inventory items with the requisite approvals.
- Prepare quarterly and annual asset/inventory registers

Minimum Qualifications and Experience:

- Associate of Science Degree in related discipline
- Two (2) years of work-related 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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