



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

Monitoring and Evaluation Specialist, Grade 9

The incumbent is responsible to:

- Contribute to the creation and implementation of best practices, capacity planning, visioning, strategy, policies, processes and procedures to aid and improve the Agency's operational performance.
- Contribute to new business initiatives and projects and review and communicate the impact on the Agency's Quality Management System (QMS).
- Ensure that the Agency maintains and continually improves its Quality Management System (QMS), and gives consideration to the adequacy of actions for addressing risks and opportunities to increase the effectiveness of the System.
- Support the development and distribution of tools, techniques and methodologies to assist the Agency in optimizing its risk management processes.
- Support the Agency's Risk Management program to include maintenance of policies and procedures, assist with resolution of risk incidents, reporting, meetings/updates with management team and provide oversight of the Business Continuity Plan.

Minimum Qualifications and Experience

- Post Graduate Degree or equivalent qualification/training in Business Administration, Operations, Quality, Risk Management, Regulatory or related field.
- ISO 9001:2000 Lead Auditor Certification.
- Eight (8) or more years of experience with establishing and maintaining Quality Management Systems.
- Five (5) or more years of successful leadership experience in driving cross-functional quality and/or process improvement initiatives in support of business goals.
- Advance Proficiency with Microsoft Office Suite and generally very Technology Savvy.
- Proven ability to independently and simultaneously manage complex, multiple and competing priorities

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: May 10, 2026

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