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CIRCULAR No. 521   **25th November, 2022**
OSC Ref. C.6634/S9²

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **Management Institute for National Development (MIND)**.

1. **Manager Information Communication and Technology Management (Grade 8)**, salary range $2,641,334 - $3,673,816 per annum and any allowance(s) attached to the post.

2. **Capability Development Specialist (Grade 7)**, salary range $2,166,664 - $3,009,274 per annum and any allowance(s) attached to the post.

1. Manager Information Communication and Technology Management (Grade 8)

Job Purpose

The Manager Information Communication and Technology (ICT) Management is charged with the responsibility to lead, direct and manage the Information, Communication and Technology process, in a cohesive and coherent manner, utilizing the best and most effective strategies.

Key Responsibilities

- Develops and maintains a framework that supports efficient and effective business, administration, learning facilitation and professional development; connects learning beyond the classroom; improves assessment, reporting, accessing and managing teaching and learning, business and administrative processes;
- Provides a reliable ICT infrastructure that anticipates, meets and satisfies MIND's learning, teaching and administrative needs; enables the development, establishment and promotion of the ICT vision for MIND; and supports all aspects of the implementation and change management processes that underpin the fulfillment of MIND's Strategic Plan;
- Develops and oversees MIND's ICT strategy development (in consultation with other relevant MIND personnel and in keeping with MIND's and the Government of Jamaica (GOJ) - ICT Strategic Plan) and strategy implementation processes.

Required Knowledge, Skills and Competencies

- Must possess a thorough understanding of interactive communications and delivery systems, processes, user interface design, as well as industry best practices
- Print and web design capabilities - Apply best practices in user interface and interactive design, including image optimization and site mapping
- High exposure to Microsoft Windows (XP Pro, 2000/2003 Server), Intel based desktops, laptops hardware and computer peripherals like printers, plotters and photocopiers
- Good understanding of business processes and the use of technology in organizations
- Sound knowledge of hardware and software technology, including but not limited to computers and electronics, circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming; effective technology use and application; local area network; wide area network; Active directory and Windows NT-based Client/Server operating systems; most Windows NT commands/utilities; web site management
- Sound knowledge of project management
- Ability to train users in applications and Windows NT fundamentals, and writing basic documentation

Special Skills

- Proven ability to work in a high-pressure environment with multiple tasks, changing priorities, and changing resources
- Knowledge and appreciation of the adult learning environment and the public sector

Minimum Required Qualification and Experience

- Master of Science in Computer Science or related discipline;
- Familiarity with networked/distributed computing environments and concepts;
- Three (3) years of progressively responsible work experience in computer operations.

2. Capability Development Specialist (Grade 7)

Job Purpose

- 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.

Key Responsibilities

Learning Facilitation:
- Delivers training courses or segments of courses as programmed or customized for a specific client, as assigned and/or agreed, and in keeping with performance objectives;
- Facilitates training across a range of qualification types and levels, in a day or evening sessions, seminars or online as appropriate;
- Conducts research as necessary for the preparation of course content to support high quality and relevant training delivery;
- Plans and prepares Facilitation Sessions.

Programme/Course Co-ordination and Administration:
- Undertakes course co-ordination activities across campuses as assigned, and execute in accordance with Agency procedures and policies;
- Provides academic counselling/advice to participants;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless service delivery and excellent customer relations;
- Co-ordinates and participates in the development and administration of assessment instruments and marking of assessments;
- Invigilates examinations;
- Ensures the timely submission of assessment results.

Product Development:
- Assists with the development of new programmes;
- Assists with programme/course evaluation, revision and update.

Required Knowledge, Skills and Competencies

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

Minimum Required Qualification and Experience

- Master's Degree in the relevant discipline;
- Teaching/Training Certification;
- Five (5) years related work experience.

Applications accompanied by résumés should be submitted **no later than Thursday, 8th December, 2022 to:**

> **Senior Manager, Human Resource Management**
> **Management Institute for National Development**
> **235A Old Hope Road**
> **Kingston 6**
>
> **Email: hr@mind.edu.jm**

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

Merle I. Tam (Mrs.)
for Chief Personnel Officer