



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 149
OSC Ref. C.6634/S9²

28th March, 2023

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 **vacant** post of **Capability Development Specialist (Grade 7)** in the **Management Institute for National Development (MIND)**, salary range \$3,770,761 - \$5,071,254 per annum.

Job Purpose

- The delivery of programmed, customized and online training
- The co-ordination 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 works co-operatively 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 Wednesday, 12th April, 2023 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