



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 520 **OSC Ref. C.6634/S9²**

11th December, 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 incumbent will be responsible for 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 and 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 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

- Ability to assess Learning and development needs;
- Ability to design and develop learning solutions;
- Ability to facilitate learning interventions;
- Ability to support transfer and embedding of learning;
- Ability to evaluate learning;
- Ability to execute organisational development;
- Excellent 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;
- Minimum of five (5) years related work experience.

Applications accompanied by résumés should be submitted **no later than Friday, 22nd December, 2023 to:**

Senior Manager, Human Resource Management
Management Institute for National Development (MIND)
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.



Desreen Smith (Mrs.)
for Chief Personnel Officer