



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 267 **OSC Ref. C. 6634/S8²**

9th August, 2021

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 Organizational Development and PMAS Officer (Grade 4)** in the **Registrar General's Department**, salary range \$1,519,884.55 - \$2,238,869.21 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, Human Resource Management and Development, the incumbent is responsible for contributing to the design and delivery of organizational development strategies and the management of change in support of the organization's strategic and operational objectives; and co-ordinating Performance Management activities and outcomes to ensure full compliance with the Agency's policies and procedures in achieving its objectives.

Key Responsibilities

- Examines trends in service delivery and other environmental factors in tandem with the Agency's Organizational Structure to ensure that adequate structure is in place and aligned to enable the achievement of objectives;
- Makes recommendations for organisational changes in keeping with findings;
- Ensures that the relevant job descriptions for the undertaking of functions in each Department are up to date and are available;
- Conducts quality control of job descriptions and undertakes periodic review of task specifications for posts in consultations with Heads of Department in response to changing conditions;
- Maintains organization structure to ensure alignment with the Vision and Mission of the Agency;
- Examines content of Individual Work Plans to ensure their alignment to the Department's Operational Plan;
- Provides on-going training, guidance and support to managers and staff on the effective implementation and administration of the PMAS in the Agency;
- Extracts required employee records for the audit of the system and provides other support as required for the post implementation evaluation of the system;
- Identifies opportunities for performance improvement;
- Recommends an appropriate system for performance incentive payment and ensures that the staff is awarded with the relevant increment/award.

Required Knowledge, Skills and Competencies

- Comprehensive and sound knowledge of the PMAS
- Proficient in the use of computer applications (Word, PowerPoint, Excel, Access)
- Good coaching skills
- Excellent communication and interpersonal skills
- Ability to work under pressure and meet deadlines
- Ability to function effectively in a team environment
- Good decision-making, problem-solving and presentation skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management/ Social Sciences or equivalent qualification
- Training in Organizational Development
- Three to Five (3-5) years' related experience

Applications accompanied by résumés should be submitted **no later than Friday, 20th August, 2021 to:**

Director Human Resource Management & Development (Acting)
Registrar General's Department
Twickenham Park,
St. Catherine

E-mail: vacancies@rgd.gov.im

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