



Office of the Services Commissions

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CIRCULAR No. 232 **OSC Ref. C. 6528¹¹**

9th June, 2022

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 **Ministry of Science, Energy and Technology**:

1. **Director, Organizational Development and Performance Management (GMG/SEG 3) (Corporate Services Division)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
 2. **Human Resource Officer, Organizational Development and Performance Management (GMG/AM 3) (Corporate Services Division)**, salary range \$1,229,060 – \$1,460,966 per annum and any allowance(s) attached to the post.
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1. **Director, Organizational Development and Performance Management (GMG/SEG 3)**

Job Purpose

The Director, Organizational Development and Performance Management is responsible for:

- Co-ordinating activities for the development, implementing and integration of strategies to improve performance at the organizational, divisional and individual levels across the Ministry and its Agencies, leading to a more efficient workforce and more effective utilization of Human Resources;
- Co-ordinating activities for the Performance Management Appraisal Process of the Ministry and its Agencies to improve performance for the organizational, divisional and individual levels;
- Developing and ensuring the execution of a framework for modernisation initiatives within the Ministry and its Agencies.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Corporate Services Division's Corporate Business Plan, Human Resource Management and Development's (HRMD's) Operational Plan and Budget;
- Plans, directs and monitors the work of the Organizational Development and Performance Management (OD & PM) Unit by developing its Unit Plan and Budget and ensuring that direct reports' Individual Work Plans are prepared;
- Prepares Individual Work Plan;
- Co-ordinates the preparation of the Corporate Services Division's Branch's/Unit's Operational Plan Quarterly Reports;
- Manages the daily operations of the OD & PM Unit to consistently provide a high level of service to clients;
- Prepares and submits status and other reports as requested;
- Represents the Ministry at meetings/conferences and other fora as requested;
- Co-ordinates meetings and sensitization sessions as required.

Technical/Professional:

- Prepares Submissions to the Human Resource Executive Committee (HREC);
- Conducts (use of surveys, focus groups and other relevant methodologies) organizational needs assessments to determine organizational readiness for change;
- Identifies and communicates the compelling need for change/improvement by being an advocate for positive change and improvement within the Organization;
- Collaborates with management to develop and employ Change Management Strategies;
- Analyses change initiatives and recommends strategies for corrective action where necessary;
- Recommends and works collaboratively with stakeholders to find creative solutions that drive staff attraction, engagement and retention;

- Recommends, co-ordinates and participates in creating leadership and staff development strategies and programmes and a culture of continuous learning aligned with the Organization's Strategic direction;
- Recommends solutions to problems identified including changes to the Ministry's Organization structure, systems, processes and office layout;
- Collaborates with key stakeholders to develop and maintain Human Resource systems (policies and standard operating procedures) and provides guidance to the Agencies for this undertaking;
- Examines relevant statutes, regulations, reports and directives related to the Ministry to determine its functional responsibility in keeping with legislative framework;
- Examines the delegation and exercise of Authority, grouping of functions, inter relationship of organizational entities to determine any significant bearing on departmental activities;
- Conducts job analysis and develops and maintains Job Descriptions and Terms of References (ToR);
- Conducts desk audits to validate job responsibilities and duties;
- Prepares and maintains functional profile/charts for the Ministry and Divisions;
- Manages the development and maintenance of Organization Charts for the Ministry, its Divisions, Branches and Units;
- Conducts Post Audits of the Civil Service Establishment Act and makes recommendations to the Ministry of Finance and Planning in keeping with changes in the machinery of Government;
- Reviews the Organization structure and makes recommendations to align it with the goals and strategic objectives of the Ministry;
- Prepares proposals for Organizational reviews in keeping with achieving the goals of the Ministry and liaises with the Ministry of Finance and the Public Service (MOFPS) to consider proposals made;
- Assists with the implementation of recommendations from studies and consultancy outputs to ensure that value for money is achieved;
- Assists with designing and conducting Human Resource Management and Development (HRMD) audits and makes recommendations to improve programmes' and accountability systems' effectiveness;
- Assists with designing and implementing mechanisms for evaluating employees' satisfaction and recommends programmes to improve areas of dissatisfaction critical to the effective operation of the Organization;
- Assists with career guidance and counselling;
- Provides advice to the Director, HRMD and other personnel on Organizational Development and Performance Management initiatives/matters;
- Manages Performance Management and Appraisal for staff in the Ministry;
- Co-ordinates the implementation and administration of the PMAS within the Ministry:
 - ✓ Co-ordinates and participates in the development as well as maintains the requisite PMAS documents such as Change Management, Communication and Training Plans;
 - ✓ Co-ordinates, conducts and participates in PMAS Sensitization Sessions;
 - ✓ Co-ordinates and participates in the development and maintenance of the Ministry's Competency Framework;
 - ✓ Maintains Job Descriptions in keeping with the Ministry's Competency Framework;
 - ✓ Provides assistance to Divisional Managers and staff in preparing Unit and Individual Work Plans;
 - ✓ Co-ordinates and participates in the development and maintenance of a Rewards and Recognition Policy for the Ministry;
 - ✓ Co-ordinates the establishment and chairs Rewards and Recognition Committee;
 - ✓ Co-ordinates and participates in the development and maintenance of Standard Operating Procedures for the processing of Appraisal Forms;
 - ✓ Ensures the development and maintenance a PMAS Database;
 - ✓ Prepares PMAS report for submission to the relevant stakeholders;
 - ✓ Liaises with and provides assistance to Heads of Divisions regarding the Performance Management and Appraisal Process;
 - ✓ Ensures the development of systems to maintain the PMAS Records.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Ministry and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;

- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service/Ministry;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Behavioural:

- Good oral and written communication skills
- Teamwork and co-operation
- Interpersonal skills
- Initiative
- Client and quality focus/commitment to service quality
- Compliance
- Adoptability
- Integrity
- Methodical
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Goal/results oriented
- Confidentiality
- Mutual respect
- Leadership skills
- People management
- Strategic vision
- Impact and influence
- Managing partner and external relations
- Analytical thinking skills

Technical:

- Use of Technology
- Legislation, regulations and policies
- Budget management
- Change management
- Conflict management
- Negotiation
- Performance coaching
- Risk management
- Mentoring
- Employee engagement and retention
- Organizational effectiveness and development
- HR Strategic planning
- Research methodology

Minimum Required Qualification and Experience

- Undergraduate Degree in Management Studies, Human Resource Management/Development or a related field;
- Five (5) years' experience in Human Resource Development and Performance Management at the Middle Management level in an organization of similar size and complexity;
- Specialised training in Management Analysis, Performance Management and Appraisal Systems and Change Management would be an asset.

Special Conditions Associated with the Job

- Required to travel locally;
- Maybe required to work beyond normal working hours;
- Required to spend long hours sitting and using office equipment, computers and attending sessions;

2. Human Resource Officer, Organizational Development and Performance Management (GMG/AM 3)

Job Purpose

Under the general direction of the Director, Organizational Development and Performance Management, the Human Resource Officer (OD & PM) is responsible for assisting with the management of activities to achieve the goals and objectives of the OD & PM functions within the Ministry as well as executing related administrative functions. In particular, the Officer's main focus is to assist with the functions related to Performance Management and Monitoring.

Key Responsibilities

Management/Administrative:

- Participates in the Corporate and Operational Planning activities by assisting with the preparation of the Units' (OD & PM) and the Division's Operational Plan and Budget;
- Assists with the preparation of activity/performance reports as requested;
- Ensures that records are kept up-to-date and are easily retrieved;
- Provides advice to managers and staff on the resolution of OD & PM matters;
- Advises on the interpretation of performance management guidelines;
- Provides administrative support in respect of all OD & PM matters;
- Keeps staff abreast of Human Resource policies and regulations;

Organizational Development:

- Assists with the collection of job-related data through interviews, questionnaires, observations and the examination of records to validate findings;
- Assists with the development, and maintenance of Organizational Charts and output focused Job Descriptions in collaboration with other HR colleagues, managers and employees;
- Participates in conducting organizational needs assessments to determine organizational readiness for change;
- Assists with the review and maintenance of customer services initiatives which have already been implemented throughout the Ministry.

Performance Management:

- Ensures that PMAS notifications are prepared and issued (notices, reminders etc.) in a timely manner;
- Participates in the development of the Work Plan for the implementation of and oversight of the PMAS and its operation for each financial year;
- Participates in developing in collaboration with other HR colleagues and the EPMAT, plans for the development of the PMAS;
- Assists in conducting PMAS Sensitization Sessions within the MSET and its Agencies in collaboration with other HR colleagues;
- Assists in developing and executing PMAS related change management initiatives in collaboration with other HR colleagues, the EPMAT, managers and supervisors;
- Assists in conducting Work Plan Sensitization and Training Sessions as necessary;
- Assists with the review of samples of Unit Work Plans and Individual Work Plans to ensure quality of content (alignment and completeness in specification);
- Develops strategy to collect PMAS Work Plans in a timely manner;
- Participates in the development of customized manuals and forms for the MSET, in keeping with the PMAS Guidelines;
- Creates the timetable for PMAS related activities over a given financial year for review by the Manager;
- Maintains current Register of employees, their Appraising Managers and Reviewing Managers;
- Ensures that all managers and supervisors have available to them and are in receipt of all PMAS Manuals, Handbooks, Templates, policies and procedures required to operate with the system;
- Assists with monitoring compliance with the conducting of interim evaluations and provides guidance as necessary;
- Recommends and contributes to the development of mechanisms to track the completion of Performance Appraisals on an Annual basis for all relevant staff members;
- Assists with monitoring the implementation by managers of remedial and corrective action to address poor performance;
- Assists with monitoring the implementation of Staff Development Plans as an important aspect of Performance Management;
- Ensures that Performance Appraisal Records are properly maintained;
- Maintains a confidential Register of performance ratings and applicable pay awards/sanctions;

- Extracts required employee records for the audit of the system and provides other support as required for the Post Implementation Evaluation of the system;
- Checks staff eligibility for increments/awards and notify the relevant HR Officers and provides information for the Manager to transmit to Payroll;
- Provides administrative support to the internal recognition and Rewards Committee
- Assists in providing guidance to managers on giving Recognition and rewards at the Divisional or Unit level;
- Prepares/compiles confidential summary PMAS Report on appraisal results for the Director, Organizational Development and Performance Management, and identify authorized users;
- Provides input and prepares/compiles PMAS status reports for the EPMAT and the PMIT monthly and/or as otherwise required;
- Provides input and prepares/compiles special PMAS related reports as required;
- Performs any other related duties that maybe assigned from time to time.

Human Resource:

- Prepares/compiles customized PMAS material for Employee Orientation Sessions in the MSET;
- Assists in providing training for newly appointed managers, supervisors with respect to their responsibilities under the PMAS;
- Assists in providing guidance and information on PMAS related issues to all staff including managers and supervisors.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Functional:

- Strategic vision
- Analytical thinking
- Good problem-solving and decision-making
- Impact and Influence
- Initiative
- Good planning and organizing skills
- Goal/result oriented
- Proficiency in the use of relevant computer applications (Word, PowerPoint, Excel.)
- Good knowledge of Human Resource Management techniques and practices
- Good knowledge of Public Service Regulation, Staff Orders, Labour Laws and practices
- Comprehensive and sound knowledge of the Performance Management and Appraisal System as established in the guidelines issues by the Office of the Cabinet
- Knowledge of job analysis, performance management and appraisal processes and methods including writing Job Descriptions and Work Plans
- Knowledge of research and data analysis techniques
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations

Minimum Required Qualification and Experience

- Associate of Science Degree in Business Administration, Public Administration, Management Studies, Human Resource Management or related field from a recognized tertiary institution;
- Three (3) years' experience in Human Resource Management preferably in the Public Sector.

Special Conditions Associated with the Job

- Will be required to travel island-wide;
- Will be required to work beyond normal working hours in an effort to meet deadlines;
- Required to work under pressure and with minimum supervision.

Applications accompanied by résumés should be submitted **no later than Tuesday, 21st June, 2022 to:**

Director, Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building
36 Trafalgar Road,
Kingston 10

Email: **careers@mset.gov.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long horizontal stroke extending to the right.

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