



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. 288

OSC Ref. 6272¹⁶

6th July, 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 **Office of the Prime Minister**:

1. **Modernisation Specialist, Industrial Psychology (GMG/SEG 4) – Public Sector Modernisation Division (PSMD)**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Director 1 (GMG/SEG 1) – Information Division**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
3. **Storekeeper (PIDG/RIM 2) - Administration and Special Services Division**, salary range \$778,917 - \$925,888 per annum and any allowance(s) attached to the post.

1. Modernisation Specialist, Industrial Psychology (GMG/SEG 4)

Job Purpose

Under the general direction of the Principal Director, the Modernisation Specialist is responsible for leading implementation of specified areas of the modernisation process. This includes design, analysis, report preparation and implementation of interventions to help organisations and their Senior Managers and supervisors as they go through the process of change. In addition to his/ her responsibilities as a Modernisation Specialist, he/she may be required to provide specific technical inputs to other initiatives under the Modernisation Programme.

Key Responsibilities

- Facilitates the roll-out of organisational development and change management initiatives under the Public Sector Transformation and Modernisation Programme;
- Provides change management input for all projects;
- Reviews and quality assures Change Management deliverables produced by team members and counterparts in Ministries, Department and Executive Agencies (MDEAs);
- Identifies training and development needs;
- Provides strategic advice to the Principal Director on project determination, initiation, execution, and delivery;
- Advises the Senior Directors on the development of clear proposals for the implementation of modernisation projects, including the identification/clarification of deliverables, implementation modalities, and the design of Change Management Strategies and Plans (communication, change management, risk, Human Resource transitioning);
- Establishes stakeholder relationships to obtain buy-in at all levels within the Organisation and with external stakeholders, such as Trade Unions;
- Establishes counterpart working arrangements and responsibilities within the entity being transformed;
- Prepares and submits reports to ensure effective monitoring and management of individual activities/work streams;
- Facilitates workshops and other interventions for the collection of information and the identification of issues affecting the optimisation of performance within MDAs;
- Co-facilitates reviews of organisations and systems within MDAs;
- Analyses data, using statistical methods and applications, in order to evaluate the outcomes and effectiveness of workplace programmes;
- Analyses job requirements and content in order to establish criteria for classification, selection, training, and other related personnel functions;
- Conducts research studies of physical work environments, organizational structures, communication systems, group interactions, morale, and motivation in order to assess organizational functioning;
- Develops and implements Employee Selection and Placement Programme;

- Develops Interview Techniques, Rating Scales, and Psychological Tests used to assess skills, abilities, and interests for the purpose of employee selection, placement, and promotion;
- Formulates and implements Training Programmes, applying principles of learning and individual differences;
- Advises management concerning personnel, managerial, and other policies and practices and their potential effects on organizational effectiveness and efficiency;
- Studies customers'/public's/staff reactions to new products and services, and to communication efforts, using surveys and tests;
- Writes reports on research findings and implications in order to contribute to general knowledge and to suggest potential changes in organizational functioning;
- Assists with Risk Management for the project; identifies complex issues related to change management and implementation needing to be addressed; advises Senior Directors on issues and risks requiring remedial action and makes recommendations;
- Makes recommendations for performance improvement; developing specific solutions to identified problems, including changes in the organisation and division of work; boundaries and relationships regarding authority and accountability; organisational structures, spans of control, channels of co-ordination and communication; reporting, control and appraisal; operating methods and procedures and the duties and authorisation of individual positions;
- Leads or participates in presentations to clients on findings and recommendations emerging from reviews to obtain buy-in and commitment to implementation;
- Leads, or as part of project team, participates in the engineering/re-engineering of business processes; organisational re-design; the implementation of Human Resource requirements and transition arrangements; the development of specific functions such as HRM, Policy Development; implementation of programmes for capacity development; culture and change management processes;
- Contributes to a knowledge base of methodologies, approaches, best practices in modernisation implementation;
- Participates in post-project implementation review.

Required Knowledge, Skills and Competencies

- Strong organisational analysis; issue analysis & problem solving skills
- A sound appreciation of the workings of Government;
- Good leadership skills
- Excellent negotiation and conflict management skills
- Excellent quantitative and qualitative research skills
- Excellent analytical skills
- Knowledge of organisational review and analysis techniques; business process review and reengineering
- Knowledge of contemporary management approaches
- Thorough understanding of how to design and manage the change process
- Ability to effectively manage team dynamics
- Knowledge of project management methodologies;
- Excellent written and spoken communication skills, effective presentation skills; effective report writing skills; effective facilitation skills; and effective coaching skills
- Proficiency in the use of MS Office Suite and SPSS

Minimum Required Qualification and Experience

- Post Graduate Degree in Industrial Psychology or related field;
- Minimum of three (3) years related work experience in a facilitating/managing change processes at the management/technical level in the private or public sector.

2. Director 1 (GMG/SEG 1)

Job Purpose

Under the general direction of the Principal Director, The Director 1 will be required to provide policy input with respect to the broad spectrum of activities of the Division by providing focused, timely and thorough research and policy input. The Director 1 will have a role in mapping Jamaica's progress' (with respect to the Information Portfolio/Sector) utilizing International Benchmarking methodologies.

Through participation in policy formulation at the Divisional, Agency and Intra/Inter Ministry levels, the Director 1 will also be required to provide input relative to all activities attendant on complying

with Government planning and reporting requirements (e.g. Cabinet Decision Updates; Policy Register; Operational and Strategic Plans, Priority Policy Programmes and Annual Reports etc.).

Key Responsibilities

Provide timely and thorough research to inform evidence-based policy analysis and recommendations relative to:

- Policy formulation and revision within the remit of the Information Portfolio;
- Policy, Agency and Industry performance monitoring (with attention to, inter alia, the characteristics/changing character of the domestic information and, communications sectors in the national economy);
- International Benchmarking;
- Impact analysis of the global Information and Communication Economy for purposes of local policy development.

Provides input in policy consultations, analysis and formation at the divisional, Agency and Intra/Inter Ministry levels as necessary:

- Participating and reviewing the Information Policy Framework which will address matters such as:
 - ✓ Regulation of the Electronic Media and Film Industries (Convergence; Emerging Media/technologies; Licensing and fee structures and sanctions inclusive);
 - ✓ Governance of content across diverse platforms (inclusive of emerging media);
 - ✓ Content management;
 - ✓ Access to Information and Official Secrets' regimes;
 - ✓ Content and Technical Standards in Media;
 - ✓ Digital Switch Over Ownership quotas;
 - ✓ Industry specific Competition Matters Government Communication Network;
 - ✓ Public Service Broadcasting (Model and Funding).
 - ✓ Records and Information Management in the Public Sector;
 - ✓ Public Sector Data Collection and Information Sharing;
- Reviews and makes recommendations with respect to the processes (and structure) of Government Agencies falling under the Information Subject, to achieve among other things:
 - ✓ Timely and greater access to Government Information;
 - ✓ Effective systems for communication between Government and the public;
 - ✓ Streamlined operations of Government's media network;
 - ✓ Maximization of available resources to ensure efficiency, effectiveness and sustainability of Government's media network ;
 - ✓ Currency of Government's Media Services and infrastructure;
 - ✓ Harmonized delivery of relevant services by Regulatory Agencies in an effective and efficient manner, in the context of a modernized Policy Framework; rapid changes in Information and Communications Technology and convergence;
 - ✓ Alignment of Government projects and programmes with established policies of Government.
- Informs Target Settings and provides data relative to the tracking of Jamaica's Performance (Information Portfolio/Sector specific) against international Benchmarks. This will involve among other things, comparisons (Between countries/markets) of:
 - ✓ Processes and Standards;
 - ✓ (Director to reference best practices and quality models respectively)
 - ✓ Impact of Policies/Programmes on Industry Performance and Consumer Benefits (focus on issues relative to access; economic and social development) & Service Delivery of Ministries/Agencies/Industry;
 - ✓ (Director to reference performance indicators/measures and standards)
 - ✓ Policy and regulatory arrangements (especially North America, Latin America and the Caribbean and countries that have developed from economic conditions similar to Jamaica).
- Monitors implementation of information Agreements between the Government of Jamaica on the one hand, and on the other, Governments, regional and international organisations.

Interfaces with local, regional and international in keeping with instructions of the Principal Director:

- Information Industries and Stakeholders; and
- Policy makers; Government officials; regulators and Agencies in pursuit of carrying out core functions.

- Provides input into the development of Budget, Strategic/Operational Plans for the Division relative to the Director 1 area of work. Ensures plans are based on technically sound and achievable objectives and are in keeping with the overall priorities for economic development;
- Prepares, for the review of the Principal Director, updates/reports (on templates or other indicated format) in conformity with government's reporting requirements (e.g.. Cabinet Decision updates; Policy Register; Operational and Strategic Plans, priority policy programmes and Annual Reports etc.);
- Provides support to the process of ensuring that proposals received from the Broadcasting Commission with respect to (the grant, renewal, suspension and or revocation of) licences are processed and analyzed in keeping with established practices from time to time;
- Drafts technical documents (invitation to tender/requests for proposals /terms of reference/ scope of duties etc.) and undertake such assessments as assigned in connection with the procurement of goods and services for the Division in keeping with Government guidelines;
- Provides timely inputs to allow for appointment of boards and submission of Annual Reports to Parliament within specified timeframes;
- Maintains a strong reporting relationship with the Policy Officer (Information) to:
 - ✓ ensure that required research elements to inform policy formulation, analysis and monitoring functions are understood and met;
 - ✓ utilize comparative data and analysis for purposes of evaluating Jamaica's performance through international benchmarking;
- Maintains clear channels of communication with all members of the Division and Agencies as necessary to meet targets in keeping with the schedule and standard of work required of post holder. Identifies constraints and challenges and communicates to the Principal Director in a timely manner.

Required Knowledge, Skills and Competencies

- Integrity and confidentiality
- Excellent presentation, oral and written communication skills
- Good interpersonal and customer service skills
- Excellent research and analytical skills
- Excellent time management, planning and organizing skills
- Ability to manage multiple assignments/projects, work under pressure and meet tight deadlines
- Ability to expedite duties and responsibilities in keeping with instructions received to ensure optimal results and attainment of Division's goals
- Ability to manage and execute strategically across a wide range of functions
- Demonstrates high levels of confidentiality and integrity, reflecting high ethical and moral values
- Excellent judgment and decision making skills;
- Advanced Information Technology skills in relation to Microsoft Office Suite (Word, PowerPoint, Excel and MS Project) or other project tools.
- Sound knowledge of research methodologies
- Understanding of Government policy processes
- Understanding of the Information Subject and its interface with the Telecommunications Portfolio
- Sound knowledge of global influences and trends in the Information and Telecommunications environment
- In-depth, up-to-date knowledge of Government's priorities related to Information and Telecommunications
- Knowledge of GOJ procurement guidelines (Procurement Act).

Minimum Required Qualification and Experience

- Undergraduate Degree in Mass Communication, Social Policy, Public Administration, Economics, Engineering or any other related Social Science field;
- Minimum of three (3) years experience in research/policy development in the Public Sector.

Special Condition Associated with the Job

- May be required to travel both locally and overseas in the execution of official duties.
- Required to work beyond normal working hours, whenever the need arises.

3. **Storekeeper (PIDG/RIM 2)**

Job Purpose

Under the general supervision of the Office and Inventory Manager, the Storekeeper is responsible for the management of supplies (receipt and distribution) and also the general maintenance of the Storeroom.

Key Responsibilities

- Checks all goods received against order and ensures they are in good condition; returning defective and/or incorrect items where necessary;
- Checks requisitions for supplies to ensure that they are properly completed and authorized;
- Issues supplies in accordance with established procedures;
- Creates and maintains files for all items received and issued and updates Stock Cards;
- Updates Inventory Management and Control System (IMCS) for all items issued; Packs and organizes shelves, racks and other storage areas ensuring that items are easily identified and retrievable;
- Monitors re-order levels and makes requests for replenishment of stock in a timely manner;
- Keeps Storeroom clean and properly secured at all times;
- Participates in Stock Taking Exercise;
- Prepares correspondence and reports as directed;
- Maintains files and records especially those relating to Inventory;
- Answers incoming calls and routes them to the relevant officers;
- Receives and responds to queries and other correspondence as directed;
- Assists with Fixed Asset Inventory Management;
- Processes Commitment Requisitions and Invoices;
- Liaises with relative service providers to address customer complaints;
- Maintains Key Log for the Control of Duplicate keys.

Required Knowledge, Skills and Competencies

- Good interpersonal and customer service skills;
- Good oral and written communication skills;
- Excellent organizational skills;
- Ability to exercise initiative within the constraints of the job;
- Computer skills (working knowledge of Microsoft Word, Excel and Outlook).

Minimum Required Qualification and Experience

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

Applications accompanied by résumés should be submitted **no later than Tuesday, 19th July, 2022 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.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.


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