



Office of the Services Commissions

(Central Government)

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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 **Corporate Services Division, Ministry of Education and Youth**:

1. **Director, Strategic Organizational Development and Change Management (GMG/SEG 4)**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Organizational Development and Change Management Officer (GMG/SEG 2)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

1. **Director, Strategic Organizational Development and Change Management (GMG/SEG 4)**

Job Purpose

Under the general direction of the Principal Director, Corporate Services, the Director Strategic Organizational Development and Change Management (SODCM) will develop/recommend effective Organizational Development and Change Management solutions for adoption and implementation at the Ministry, its Agencies, Regional Offices and Educational Institutions. The incumbent will serve as a Strategic Business Partner, Change Agent and Internal Consultant to Senior Management with a view to improve the efficiency and effectiveness of the Ministry's operations. The Director will also be responsible for identifying risks associated with current structure and staffing and develop risk mitigation strategies.

Key Responsibilities

Technical/Professional:

- Provides strategic advice, recommendations and effective management support to Senior/Executive Management on appropriate Organizational Development and Change Management issues at the Unit/Divisional, Regions and Agency/Ministry wide levels;
- Conducts appropriate organizational development interventions, provides effective monitoring and promotes the adoption of best practices in Change Management;
- Supports the Senior Management Team to implement/approve OD initiatives and solutions to facilitate the Ministry's transformation and daily operations;
- Provides strategic and operational advice to Senior Management and general staff on organisational development initiatives;
- Develops specific recommendations/solutions to problems identified including changes in organization, dimension of work, boundaries and relationships regarding authority, accountability, etc; Develops and implements a comprehensive OD Strategy Framework and Annual OD Plan to guide the Organizational Development Programmes and projects of the Ministry;
- Develops OD strategies and methods that promote best practice in organizational design, functional analysis and support to the Ministry;
- Analyzes consultant proposals and provides advice, comments and recommendations;
- Consults with Divisional/Unit Heads and general staff to identify and determine problems, provides feedback to Divisional Heads and recommends areas for improvements;
- Plans, manages and co-ordinates the delivery of all SODCM Branch services to ensure effective OD support to staff and managers across the Ministry;
- Examines relevant statutes, regulations etc in the Organization to determine legislative framework for functional responsibility;
- Consults with the Senior Management Team and derives strategic objectives and priorities to inform the annual OD Strategy and Plan;
- Documents and follows up on areas in need of strengthening in terms of structure, systems and processes to inform the OD planning process;
- Implements activities and communication within the Ministry that articulates:
 - ✓ A comprehensive understanding of the OD function
 - ✓ The Annual OD programme and plan
 - ✓ OD Framework and Strategy

- Develops and recommends appropriate Organizational Development Programmes and solutions with a view to improving the efficiency and effectiveness of the Ministry's operations;
- Identifies innovations in the design and implementation of organizational development solutions considering resource constraints viz a vis changing organizational priorities;
- Facilitates the Ministry in the effective review of staffing structures and role clarity;
- Oversees and leads the conduct of organizational reviews, systems and procedures, studies and make recommendations;
- Directs and co-ordinates the documentation of organizational changes and conducts analysis to recommend improved efficiency and effectiveness;
- Undertakes analytics to inform OD solutions development and support decision-making;
- Provides technical inputs on OD issues to the Senior Management Team;
- Conducts preliminary surveys to determine and define the objective of the study, scope of study, appropriate methods and techniques to be employed and the requisite Terms of Reference;
- Collects job related data through interviews, questionnaires, observations and examines records to validate findings;
- Directs analysis of existing Job Profiles and Descriptions and re-designs where appropriate and/or evaluates the jobs;
- Develops/reviews standard Operating Policies and Procedures;
- Supports the Ministry's transformation and change agenda through the development and recommendation of appropriate design solutions;
- Provides technical advice to the development of a comprehensive strategy for building change management capability across the Ministry and partners across the Organization to build and enhance change tools, training and methodology;
- Partners with stakeholders in designing and implementing organizational changes (e.g., structure, process) around strategic business objectives;
- Manages/participates in Change Management projects and programmes according to stipulated guidelines with relevant stakeholders;
- Designs programmes with internal and external providers with a view to improve the effectiveness of Divisions/Units;
- Implements OD solutions which will support the Ministry's transition and culture change initiatives;
- Co-ordinates and implements OD projects to be delivered in accordance with the guidelines outlined in the relevant partnerships;
- Collaborates with the HRMD Branch and other Senior Managers as a Strategic Business Partner to effectively implement integrated OD and Change Management solutions;
- Engages key stakeholders in identifying problems and designing solutions;
- Develops Action Plans, Service Level Agreements and relevant protocols to govern the relationship between the SODCM Branch and stakeholders;
- Develops detailed Plan of Action in collaboration with the relevant parties including targets and deadlines; Partners with relevant stakeholders to implement and monitor project activities in accordance with established goals and objectives.

Management:

- Plans, organizes and directs the work of the Branch;
- Examines the Ministry's Corporate Plan, directives and relevant reports to inform the development of the Organizational Development Framework and Plan; Assesses internal and external Audit Reports and identifies issues to inform the Annual OD Strategy and Plan;
- Prepares Monthly, Quarterly and Annual Progress Reports on achievements of the Branch based on targets outlined in the Annual OD Plan and the continuous monitoring of such targets;
- Conducts Branch Meetings monthly, quarterly etc;
- Develops and manages the performance of Branch and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and making recommendations for training;
- Makes requests for sufficient and appropriate physical resources to facilitate the efficient and effective performance of the Branch's staff in undertaking their duties;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that training and other needs of Branch employees are adequately identified and addressed; Serves on various Committees as directed by the Principal Director;
- Participates in Management Meetings of the Division and reports on the activities and achievements of the Branch; Maintains knowledge of best practices/trends pertaining to OD and Change Management and provides advice and interpretation on same.

Human Resource:

- Provides leadership to staff through effective objective setting, delegation and communication;
- Identifies and manages the developmental and welfare needs of staff in the Branch;
- Collaborates with the Human Resource Management Section in developing and implementing a Succession Planning Programme;

- Fosters teamwork and a harmonious working environment and promotes collaborative working across Sections;
- Ensures that training and other development needs of employees are adequately identified and addressed;
- Develops and manages the performance of the Branch's staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff, and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge for the Branch by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends Vacation Leave and approves Sick and Departmental Leave;
- Recommends disciplinary action in keeping with established Human Resource policies;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them undertake their duties efficiently and effectively.

Required Knowledge, Skills and Competencies

Core:

- Excellent critical thinking, analytical and problem-solving skills
- Good planning, negotiating and organizing skills
- Integrity and confidentiality
- Strong customer orientation skills
- Ability to prioritize amongst conflicting demands
- Training and facilitation skills
- Excellent interpersonal skills
- Ability to motivate and influence others
- Sound oral and written communication skill

Technical:

- Organizational behaviour/organization development knowledge and Change Management intervention skills
- Good understanding of strategic planning
- Sound knowledge of project management methodologies
- Thorough understanding of the principles of effective Human Resource Management
- Practical knowledge of the applied use of information technology and productivity software, such as Microsoft Office

Minimum Required Qualification and Experience

- A Master's Degree in Organizational Development/Human Resource Management or other relevant Social Science Degree;
- Certificate/Diploma in Management Analysis;
- Five (5) years' experience in organizational development or organizational psychology Training in Project Management;
- Training in Change Management and Leadership would be an asset.

Special Conditions Associated with the Job

- Required to possess a valid Driver's Licence and a reliable motor vehicle;
- Required to work outside of normal working hours and constant stress to meet deadlines;
- Participation in retreats/meetings outside of normal working hours ;
- Required to travel to the Regions and Agencies.

2. Organizational Development and Change Management Officer (GMG/SEG 2)

Job Purpose

Under the general direction of the Director, Organizational Development and Change Management (ODCM), the Organizational Development and Change Management Officer is responsible for developing and recommending effective organizational development and change management solutions for implementation at the Ministry, its Agencies, Regional Offices and Educational Institutions, with a view to improve the efficiency and effectiveness of the Ministry's operations.

Key Responsibilities

Technical/Professional:

- Participates/conducts Organization reviews to determine issues relating to structure, staffing and process;
- Assesses relevant statutes, regulations etc. for the Organizations being reviewed to determine legislative framework for impact on short and long term recommendations;
- Examines internal and external Audit Reports and identifies issues to inform the Annual OD Strategy and Plan;
- Collects job related data through interviews, questionnaires, observations and examines records to validate findings;
- Assesses the delegation and exercise of authority, grouping of functions, interrelationship of organisational entities to determine significant bearing on departmental activities;
- Develops new and revised Job Descriptions in alignment with the Ministry's Strategic Plans, goals and objectives;
- Prepares and revises Organizational, Functional and Flow Charts;
- Documents and follows-up on areas in need of strengthening in terms of structure systems and processes to inform the OD planning process;
- Identifies OD priorities based on broad assessments and analysis and recommends to the Director SODCM for inclusion in the OD Strategy;
- Participates in Change Management Projects and programmes according to stipulated guidelines agreed to with relevant stakeholders;
- Implements OD solutions which will support the Ministry's transition and culture change initiatives;
- Supports the development of specific tools/policies identified by Change Facilitators;
- Contributes to the development and implementation of strategies to narrow the gap between the desired and actual culture;
- Conducts general/specific and ad-hoc research to inform OD/change management issues;
- Implements OD projects to be delivered in accordance with the guidelines outlined in the relevant partnerships;
- Works as a Strategic Business Partner with the HRM Branch and other Senior Managers to effectively implement integrated OD and Change Management solutions;
- Involves key stakeholders in identifying problems and designing solutions;
- Performs any other related duties as assigned by the Director-SODCM.

Management:

- Prepares Annual Work Plans to support PMAS requirements;
- Participates in the development of the Branch's Annual Budget and Operational Plans;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them;
- Participates in Management Meetings of the Division and reports on the activities and achievements of the Branch;
- Keeps abreast of current and emerging OD and Change Management trends and best practices and utilizes them for continuous improvement of the Ministry, its Agencies, Regional Offices and educational institutions;
- Consults with the Senior Management Team and derives strategic objectives and priorities to inform the annual OD Strategy and Action Plan;
- Participates in the development and implementation of the comprehensive OD Strategy Framework and Annual OD Plan to guide the organizational development programmes and projects of the Ministry;
- Analyzes the Ministry's Corporate Plan, directives and relevant reports to inform the development of the Organizational Development Framework;

Required Knowledge, Skills and Competencies

Core:

- Strong ability to analyse and diagnose Organizations and operations
- Excellent interpersonal skills and ability to exercise confidentiality
- Good interviewing skills
- Professionalism, good judgment, decision-making and problem-solving skills
- Excellent presentation, oral and written communication skills
- Strong ability to analyse and diagnose organizations and operations
- Excellent interpersonal skills and ability to exercise confidentiality
- Professionalism, good judgment, decision making and problem-solving skills

Technical:

- Sound knowledge of the general operations of the machinery of Government, especially the Public Sector Human Resource Management and Development framework

- Sound knowledge of the Public Sector Human Resource policies and procedures (Public Service Regulations, Staff Orders, etc.)
- Knowledge of the Education Act and Regulations and relevant policies and procedures
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems such as the Microsoft Visio software

Minimum Required Education and Experience

- Bachelor's Degree in Organizational Development/Human Resource Management or other relevant Social Science Degree;
- Certificate/Diploma in Management Analysis;
- Three (3) years' experience in the organizational development field;
- Training in Project Management would be an asset.

Special Conditions Associated with the Job

- Required to possess a valid Driver's Licence and a reliable motor vehicle;
- Required to work outside of normal working hours to meet deadlines
- Participation in retreats/meetings outside of normal working hours;
- Required to travel to the Regions and Emerging Entities to collect data for organisational reviews.

Applications accompanied by Résumés should be submitted **no later than Friday, 21st October, 2022 to:**

**Director, Human Resource Management
Ministry of Education and Youth
2- 4 National Heroes Circle
Kingston 4**

Email: jobapplications@moey.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**