



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 507**  
**OSC Ref. C.6272<sup>17</sup>**

**23<sup>rd</sup> November, 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 **vacant** post of **Modernization Specialist, Industrial Psychology (GMG/SEG 4)** in the **Public Sector Modernisation Division (PSMD), Office of the Cabinet**, salary range **\$3,154,073 - \$3,749,202** per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general direction of the Principal Director, the Modernisation Specialist is responsible for managing organizational change in 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;
- Analyzes data using statistical methods and applications, in order to evaluate the outcomes and effectiveness of workplace programmes;
- Analyzes 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 programmes;
- 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's reactions to new products and services and to communication efforts, using surveys and tests;
- Write 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 and best practices in modernisation implementation;
- Participates in post-project implementation review.

### **Required Knowledge, Skills and Competencies**

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

### **Minimum Required Qualification and Experience**

- Post Graduate Degree in Industrial/Organizational Psychology, Organizational Development, Human Resource Management or related field;
- Three (3) years related work experience in facilitating/managing change processes at the management/technical level in the Private or Public Sector.

Applications accompanied by résumés should be submitted **no later than Tuesday, 6<sup>th</sup> December, 2022 to:**


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

Email: [jobs@opm.gov.jm](mailto:jobs@opm.gov.jm)

Further details of the post may be obtained from the HRDM Division.

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**