



Office of the Services Commissions

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CIRCULAR No. 459 **OSC Ref. C.4859¹⁸**

19th November, 2024

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 Officer (GMG/SEG 1)** in the **Human Resource Management Department, University Hospital of the West Indies**, salary range \$3,501,526 - \$4,709,163 per annum.

Job Purpose

Under the general direction of the Director, Organizational Development, the incumbent is required to perform organizational reviews, conduct research, develop and recommend effective solution for adoption and implementation in the Ministry, restructurings and for the preparation of policy and procedural manuals.

Key Responsibilities

Technical/Professional:

- 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;
- Develops detailed plans of action, in collaboration with the relevant parties, including targets and deadlines;
- Conducts background research to inform job content;
- Examines relevant statutes, regulations, directives and reports related to the organization, to determine legislative framework for functional responsibility;
- Collects job related data through interviews, questionnaires and observations, to obtain specific information to inform studies, research, etc;
- Conducts interviews with staff for systems and procedural studies;
- Reviews records that will assist in validating findings;
- Prepares proposed findings and recommendations;
- Provides feedback on progress of study/research to the Director, Organizational Development.
- Discusses findings and recommendations with Divisional Heads and senior managers to arrive at consensus;
- Assists with the reviews of existing organizational structures;
- Prepares proposed organizational structures to reflect changes, and in keeping with the recommendations made in the study;
- Develops new and revised job descriptions;
- Prepares and submits draft reports based on findings of the analysis to the Director, Organizational Development.
- Prepares and submits final reports of findings and recommendations, assists with implementation of recommendations;
- Conducts sessions with focus groups in the development/preparation of output focused job descriptions and work plans;
- Conducts research and analysis of policies, trends and issues related to human resource management and organizational development;
- Drafts operational manuals that will reflect changes in policy/operations;
- Develops and maintains a Job Description Bank's filing system;
- Develops and maintains a computerized Job Description Bank;
- Networks with Human Resource Management/Organizational Development practitioners in the public and private sectors, to keep abreast of ongoing and new development in the field and to encourage self-development;

Management/Administrative:

- Participates in the development of the Unit's Work Plan;
- Assists with the preparation of the Unit's budget;
- Provides advice to line managers on matters relating to areas within the span of control;
- Prepares and submits activity reports as required.

- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Ability to communicate effectively both orally and in writing
- Good human relations and interpersonal skills
- Good decision-making, problem-solving and critical thinking skills
- Good leadership, networking and relationship-building skills
- Good skills in teamwork and cooperation
- Good analytical skills
- Good planning and time management skills
- Ability to negotiate and persuade
- Strong research skills
- Strong goal/result orientation
- Keen listener
- Excellent integrity/ethics exercised in the performance of duties

Technical:

- Sound knowledge of Government's regulations, policies and procedures
- Strong knowledge of Human Resource Management principles and practices
- Knowledge of the operations of Government
- Knowledge of Project Management
- Proficiency in Data Management tools
- Proficiency in the use of relevant computer software

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management/Development/Management Studies/Public Administration or its equivalent
- Formal training in Human Resource Management/Organizational Development
- Three (3) years' experience in related area in the Public Sector or in an organization of a similar size and complexity
- Any other equivalent combination of qualification and experience

Applications accompanied by résumés should be submitted **no later than Monday, 2nd December, 2024 to:**

**Senior Director
Human Resource Management & Development
University Hospital of the West Indies
Mona, Kingston 7**

Email: hrd@uhwi.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**