



MINISTRY OF EDUCATION & YOUTH
CAREER OPPORTUNITY

Applications are invited from suitably qualified persons in the Ministry of Education and Youth to fill the following **vacant** position:

**Director, Strategic Organisational Development &
Change Management (GMG/SEG 4)**
**Corporate Services-Organisational Development
Section**

Job Purpose:

Under the general direction of the Principal Director, Corporate Services, the Director Strategic Organizational Development & 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 Responsibility Areas:

Technical/ Professional Responsibilities

- Provide 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;
- Conduct appropriate organizational development interventions, provides effective monitoring and promotes the adoption of best practices in change management;
- Supports the Senior Management team to implement approved 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 organisational design, functional analysis and support to the Ministry;
- Analyses 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, coordinates 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 follow 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 conducts organizational reviews, systems and procedures studies and make recommendations;
- Directs and coordinates the documentation of organizational changes and conduct 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 programs with internal and external providers with a view to improve the effectiveness Divisions/Units;
- Implements OD solutions which will support the Ministry's transition and culture change initiatives;
- Coordinates 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 Responsibilities

- 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;

HR Responsibilities

- 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 Competencies:

Core:

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

Technical:

- Organizational behavior/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 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.

Authority:

- Approve expenditure within prescribed limits;
- Identify and recommend areas for particular types of intervention/review;
- Recommend changes in organization structure and staffing to improve efficiency and effectiveness;
- Recommends policy/legislative changes to facilitate reform proposals;
- Implement approved changes in all divisions of the Ministry and Agencies;
- Approve and implement standards for the conduct of organizational reviews ;
- Recommend disciplinary action;
- Recommend vacation leave;
- Approves sick and departmental leave.

Specific Condition associated with the job:

- Typical office environment, no adverse working conditions;
- 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.

Remuneration Package:

Salary Scale - **\$3,154,073 - \$3,749,202** per annum along with allowance(s) attached to the post

Interested persons are invited to submit an application with résumés no later than **Friday, September 9, 2022** to the address presented below.

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

Email: jobapplications@moey.gov.jm@moey.gov.jm

Subject: “Director, Strategic Organizational Development & Change Management (GMG/SEG 4)”

We thank all applicants for expressing an interest; however, only shortlisted candidates will be contacted.