



**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** positions:

**Organizational Development & Change  
Management Officer (GMG/SEG 2)**  
**Corporate Services-Organisational Development  
Section**

**Job Purpose:**

Under the general direction of the Director, Organizational Development & Change Management (ODCM), the Organisational Development & 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 Responsibility Areas:**  
**Technical/ Professional Responsibilities**

- 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, inter-relationship 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 & revises Organizational, Functional & 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 other related duties as assigned by the Director-SODCM.

### **Management Responsibilities**

- Prepares Annual Work Plans so 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 & Change Management trends and best practices and utilizes them for continuous improvement of the Ministry, its Agencies, Regional Offices & 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 Competencies:**

#### **Core:**

- Strong ability to analyze 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
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### **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 use of Microsoft Office Suite and other relevant computer applications and systems such as the Microsoft Visio software

### **Minimum Qualification 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.

### **Authority:**

- Identify and recommend areas for particular types of intervention/review;
- Recommends changes in organization structure and staffing to improve efficiency and Effectiveness;
- Implements approved changes in all divisions of the Ministry;
- Recommends policy/legislative changes to facilitate reform proposals;
- Access confidential information.

### **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 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.

### **Remuneration Package:**

Salary Scale - **\$2,104,355 - \$2,501,416** 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](mailto:jobapplications@moey.gov.jm)**

**Subject: “ Organizational Development & Change Management Officer (GMG/SEG 2)”**

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