

**MINISTRY OF EDUCATION & YOUTH
CENTRAL MINISTRY**



JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Organisational Development & Change Management Officer
JOB GRADE:	GMG/SEG 2
POST NUMBER:	
DIVISION:	Corporate Services
BRANCH:	Organizational Development & Change Management
REPORTS TO:	Director – Organisational Development & Change Management Officer
MANAGES:	N/A

Strategic Objectives of the Corporate Services Division:

To provide the Central Ministry with support functions of human resource management and development, procurement, documentation management and access to information, general administration, security, property management and administration, as well as to provide policy guidance and implementation support to educational entities.

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 Outputs:

- Annual Plans prepared
- Annual Budget & Operational Plan assisted
- Advice and recommendations and appropriate OD solutions provided

- Organizational diagnosis and problem identified
- Organizational structures re-designed
- Preliminary Report containing findings, assessment and recommendations submitted
- New/revised organizational policies and standard operating procedures established
- Policies and Procedure Manuals developed
- New and revised output focused Job Descriptions / specifications produced
- Workflow studies/analyses conducted/documented/reported
- Benchmark studies/research reports
- Organizational surveys conducted
- Presentations (PowerPoint, Oral, Written) delivered

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 ODCM 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-ODCM.

Management/Administrative 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;

Performance Standards:

- Annual Work Plan timely prepared in accordance to PMAS standards and regulations;
- Annual Operational Plan and Budgeted prepared in a timely and efficient manner and according to agreed format;
- In-depth analysis is applied in the conduct of organisational studies and recommendations are in keeping with the strategic objectives of the Ministry.
- Business processes re-engineered to achieve results in keeping with the requirements of the organization
- Detailed programmes, plans and guidelines are developed to support Organizational Development initiatives within the Ministry, its Agencies, Regional Offices and its Educational Institutions;
- Reports and recommendations are accurate, evidence based and presented within agreed timeframe;
- Manuals should be comprehensive, client focused and in keeping with established policies, guidelines and best practices;
- Harmonious relationship between the Ministry and external institutions for tailored programmes should be maintained;
- Advice and technical support are in-keeping with best practices and supports the Ministry's strategic goals and objectives;
- Levels of accuracy of organizational diagnosis and problem identification;
- Established deadlines, targets and quality standards are consistently met;
- A good system of monitoring and evaluating the implementation of initiatives is developed;
- The extent to which improvements can be attributed to operational changes recommended;

- Timeliness of preliminary reports containing findings assessment and recommendations;
- Quality and accuracy of presentations;
- Technical soundness of policies and procedures developed;
- Technical/research papers produced within agreed timeframes.

Internal and External Contacts (specify purpose of significant contacts):

Within the Ministry

Contact (Title)	Purpose of Communication
Heads of Unit and Divisions	Requesting/providing information, collaborations/strategic business partnerships
Staff	To provide guidance and share information, process involvement & implementing
Agencies/Regional Offices/ Tertiary Institutions/Educational Institutions	To provide guidance and share information, process involvement & implementing

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Ministry of Finance & the Public Service	To share information and solicit guidance
Office of the Cabinet	To share information and solicit guidance
Office of the Services Commissions	To receive guidance and provide information.
Agencies external to the Ministry	To request information

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
- Excellent presentation, oral and written communication skills
- 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
- Excellent presentation, oral and written communication 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 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 ;

Authority To:

- 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 Conditions 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

