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CIRCULAR No. 155
OSC Ref. C. 6528¹⁰

13th May, 2019

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Director, Organizational Development and Performance Management (GMG/SEG 3) – (Not Vacant)** in the **Human Resource Management and Development Branch, Corporate Services Division, Ministry of Science, Energy and Technology (MSET)**, salary range \$2,336,309 – \$2,777,138 per annum and any allowance(s) attached to the post.

Job Purpose

The Director, Organizational Development and Performance Management, is responsible for:

- Co-ordinating activities for the development, implementation and integration of strategies for the Ministry's development at the organizational, Divisional and individual levels, leading to a more efficient and effective workforce and utilization of human resources;
- Co-ordinating and managing activities for the Performance Management Appraisal Process/Performance Management and Appraisal System (PMAS) of the Ministry to improve performance at the organizational, Divisional and individual levels;
- Developing and implementing the execution of a framework for modernization/organizational review initiatives within the Ministry.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Corporate Services Division's Corporate Business Plan, Human Resource Management and Development's (HRMD's) Operational Plan and Budget;
- Plans, directs and monitors the work of the Organizational Development and Performance Management (OD and PM) Unit by developing its Unit Plan and Budget and ensuring that Direct Reports' Individual Work Plans are prepared;
- Prepares Individual Work Plan;
- Co-ordinates the preparation of the Corporate Services Division's/Unit's Operational Plan Quarterly Reports;
- Manages the daily operations of the OD and PM Unit to consistently provide a high level of service to clients;
- Prepares and submits status and other reports as requested;
- Represents the Ministry at meetings/conferences and other fora as requested;
- Co-ordinates meetings and sensitization sessions as required.

Technical:

- Prepares submissions to the Human Resource Executive Committee (HREC);
- Conducts (use of surveys, focus groups and other relevant methodologies) Organizational Needs Assessments to determine Organizational readiness for change;
- Identifies and communicates the compelling need for change/improvement by being an advocate for positive change and improvement within the Organization;
- Collaborates with management to develop and employ Change Management strategies;
- Analyzes change initiatives and recommends strategies for corrective action where necessary;
- Recommends and works collaboratively with stakeholders to find creative solutions that drive staff attraction, engagement and retention;
- Recommends, co-ordinates and participates in creating leadership and staff development strategies and programmes and a culture of continuous learning aligned with the Organization's Strategic direction;
- Recommends solutions to problems identified including changes to the Ministry's organizational structure, systems, processes and Office layout;

- Collaborates with key stakeholders to develop and maintain Human Resource Systems (policies and standard operating procedures) and provides guidance to the Agencies for this undertaking;
- Examines relevant statutes, regulations, reports and directives related to the Ministry to determine its functional responsibility in keeping with legislative framework;
- Examines the delegation and exercise of authority, grouping of functions, inter relationship of Organizational entities to determine any significant bearing on departmental activities;
- Conducts Job Analysis and develops and maintains Job Descriptions and Terms of References (TORs);
- Conducts desk audits to validate job responsibilities and duties;
- Prepares and maintains functional profile/charts for the Ministry and Divisions;
- Manages the development and maintenance of Organization Charts for the Ministry, its Divisions, Branches and Units;
- Conducts Post Audits of the Civil Service Establishment Act and makes recommendations to the Ministry of Finance and the Public Service in keeping with changes in the machinery of Government;
- Reviews the Organization Structure and makes recommendations to align it with the Goals and Strategic Objectives of the Ministry;
- Prepares proposals for Organizational reviews in keeping with achieving the Goals of the Ministry and liaises with the Ministry of Finance and the Public Service (MOFPS) to consider proposals made;
- Assists with the implementation of recommendations from studies and consultancy outputs to ensure that value for money is achieved;
- Assists with designing and conducting Human Resource Management and Development (HRMD) audits and makes recommendations to improve programmes' and accountability systems' effectiveness;
- Assists with designing and implementing mechanisms for evaluating employees' satisfaction and recommends programmes to improve areas of dissatisfaction critical to the effective operation of the Organization;
- Assists with career guidance and counselling;
- Provides advice to the Director, HRMD and other personnel on Organizational Development and Performance Management initiatives/matters;
- Manages Performance Management and Appraisal for staff in the Ministry;
- Co-ordinates the implementation and administration of the PMAS within the Ministry by:
 - ✓ Co-ordinating and participating in the development as well as maintaining the requisite PMAS documents such as Change Management, Communication and Training Plans
 - ✓ Co-ordinating, conducting and participating in PMAS Sensitization Sessions
 - ✓ Co-ordinating and participating in the development and maintenance of the Ministry's Competency Framework
 - ✓ Maintaining Job Descriptions in keeping with the Ministry's Competency Framework
 - ✓ Providing assistance to Divisional Managers and staff in preparing Unit and Individual Work Plans
 - ✓ Co-ordinating and participating in the development and maintenance of a Rewards and Recognition Policy for the Ministry
 - ✓ Co-ordinating the establishment and chairing Rewards and Recognition Committee
 - ✓ Co-ordinating and participating in the development and maintenance of Standard Operating Procedures for the processing of appraisal forms
 - ✓ Ensuring the development and maintenance a PMAS Database
 - ✓ Preparing PMAS report for submission to the relevant stakeholders
 - ✓ Liaising with and providing assistance to Heads of Divisions regarding the Performance Management and Appraisal Process
 - ✓ Ensuring the development of systems to maintain PMAS records.

Human Resource:

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Ministry and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for Direct Reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;

- Ensures that Direct Reports are sensitized on the policies, procedures and regulations of the Public Service/Ministry;
- Recommends disciplinary action, leave and staffing arrangements for Direct Reports.

Required knowledge, Skills and Competencies

- Good knowledge of the Public Service Regulations, Staff Orders and other relevant Government regulations
- Knowledge of Change Management methods
- Excellent leadership and interpersonal skills
- Good customer relations skills
- Excellent oral and written communication skills
- Excellent problem solving and negotiation skills
- Methodical with sound analytical skills
- Ability to diagnose problems within an organization and develop appropriate interventions
- Proficiency in the relevant computer application software

Minimum Required Qualification and Experience

- Undergraduate Degree in Public Administration, Management Studies, Human Resource Management/Development or a related field from an accredited tertiary institution;
- Five (5) years' experience in Human Resource Management and Development at the middle management level, in an organization of similar size and complexity;
- Specialized training in Management Analysis, Performance Management and Appraisal Systems and Change Management would be an asset.

Applications accompanied by résumés should be submitted **no later than Friday, 24th May, 2019 to:**

**Director, Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building, 2nd Floor
36 Trafalgar Road
Kingston 10**

Email: careers@mset.gov.jm

Additional details may be viewed on the Ministry's Website: www.mset.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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**