

OFFICE OF THE CABINET

JOB OPPORTUNITY

The Office of the cabinet is inviting applications from suitably qualified persons to fill the -vacant position of **Modernisation Specialist, Industrial Psychology (GMG/SEG 4)** in the Public Sector Modernisation Division (PSMD), salary range **\$3,154,073- \$3,749,202** per annum and any allowance(s) attached to the post.

Job Summary

Under the general direction of the Principal Director, the Modernisation Specialist is responsible for leading implementation of specified areas of the modernisation process. This includes design, analysis, report preparation and implementation of interventions to help organisations and their senior managers and supervisors as they go through the process of change. In addition to his/her responsibilities as a modernisation specialist, he/she may be required to provide specific technical inputs to other initiatives under the modernisation programme.

Key Responsibilities

- Facilitate the roll-out of organisational development and change management initiatives under the Public Sector Transformation and Modernisation Programme
- Provide change management input for all projects;
- Review and quality assure change management deliverables produced by team members and counterparts in Ministries Department and Executive Agencies (MDEAs);
- Identify training and development needs.
- Provide strategic advice to the Principal Director on project determination, initiation, execution, and delivery;
- Advise the Senior Directors on the development of clear proposals for the implementation of modernisation projects, including the identification/clarification of deliverables, implementation modalities, and the design of change management strategies and plans (communication, change management, risk, human resource transitioning)
- Establish stakeholder relationships to obtain buy-in at all levels within the organisation and with external stakeholders, such as Trade Unions;
- Establish counterpart working arrangements and responsibilities within the entity being transformed;
- Prepare and submit reports to ensure effective monitoring and management of individual activities/ work streams;
- Facilitate workshops and other interventions for the collection of information and the identification of issues affecting the optimisation of performance within MDAs;
- Co-facilitate reviews of organisations and systems within MDAs
- Analyse data, using statistical methods and applications, in order to evaluate the outcomes and effectiveness of workplace programs.
- Analyse job requirements and content in order to establish criteria for classification, selection, training, and other related personnel functions.
- Conduct research studies of physical work environments, organizational structures, communication systems, group interactions, morale, and motivation in order to assess organizational functioning.
- Develop and implement employee selection and placement programs.
- Develop interview techniques, rating scales, and psychological tests used to assess skills, abilities, and interests for the purpose of employee selection, placement, and promotion.
- Formulate and implement training programs, applying principles of learning and individual differences.
- Advise management concerning personnel, managerial, and other policies and practices and their potential effects on organizational effectiveness and efficiency.
- Study customers'/public's/staff reactions to new products and services, and to

communication efforts, using surveys and tests.

- Write reports on research findings and implications in order to contribute to general knowledge and to suggest potential changes in organizational functioning.
- Assist with risk management for the project; identifies complex issues related to change management and implementation needing to be addressed; advises Senior Directors on issues and risks requiring remedial action and makes recommendations;
- Make recommendations for performance improvement; developing specific solutions to identified problems, including changes in the organisation and division of work; boundaries and relationships regarding authority and accountability; organisational structures, spans of control, channels of coordination and communication; reporting, control and appraisal; operating methods and procedures and the duties and authorisation of individual positions;
- Lead or participate in presentations to clients on findings and recommendations emerging from reviews to obtain buy-in and commitment to implementation;
- Lead, or as part of project team, participate in the engineering/re-engineering of business processes; organisational re-design; the implementation of human resource requirements and transition arrangements; the development of specific functions such as HRM, Policy Development; implementation of programmes for capacity development; culture and change management processes;
- Contribute to a knowledge base of methodologies, approaches, best practices in modernisation implementation;
- Participate in post-project implementation review;

REQUIRED COMPETENCIES

- Strong organisational analysis; issue analysis & problem solving skills;
- A sound appreciation of the workings of Government;
- Good leadership skills.
- Excellent negotiation and conflict management skills;
- Excellent quantitative and qualitative research skills;
- Excellent analytical skills;
- Knowledge of organisational review and analysis techniques; business process review and reengineering;
- Knowledge of contemporary management approaches;
- Thorough understanding of how to design and manage the change process;
- Ability to effectively manage team dynamics;
- Knowledge of project management methodologies;
- Excellent written and spoken communication skills, effective presentation skills; effective report writing skills; effective facilitation skills; and effective coaching skills
- Proficiency in the use of MS Office Suite and SPSS.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Post Graduate Degree in Industrial Psychology or related field
- Minimum of three (3) years related work experience in a facilitating/managing change processes at the management/technical level in the private or public sector

Applications accompanied by résumé should be submitted **no later than Thursday, August 25, 2022,** to:

Senior Director
Human Resource Development & Management (HRDM) Division
Office of the Prime Minister
1 Devon Road
Kingston 10.

Email: jobs@opm.gov.jm

Further details of the post may be obtained from the HRDM Division.

We thank you all for responding. However, only short-listed applicants will be contacted.