POST AND TELECOMMUNICATIONS DEPARTMENT

JAMAICA POST

CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position in the Department:

Organizational Development Officer (GMG/SEG 2)
Salary Range: $4,266,270.00 p.a. –$5,737,658.00 p.a.

Job Summary
The Organizational Development Officer is responsible for developing and recommending effective organizational development and change management solutions for implementation at the Post and Telecommunications Department, with a view to improve the efficiency and effectiveness of the Department's operations.

KEY RESPONSIBILITIES

Management/Administrative Duties:

- Prepares individual annual work plan in alignment with the performance management requirements and strategic priorities.
- Participates in the development of the HRMD Branch's Annual Budget and Operational Plans;
- Maintains effective working relationships with external and internal stakeholders, ensuring that the ODPM Unit provides a consistently high level of service.
- Report periodic reports outlining the progress of Organizational Development and or Change Management activities and achievements for submission to the Postmaster General.
- Keeps abreast of current and emerging OD & Change Management trends and best practices and utilizes them for continuous improvement of the PTD.
- Consults with the Senior Management Team with a view to understand the strategic objectives and priorities that must inform OD Strategies and Action Plans;
- 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 PTD;
- Analyzes the PTDs Strategic/Corporate Plan, directives and relevant reports to inform the development of the Organizational Development Framework;

Technical/Professional Responsibilities:

- Participates/conducts organization reviews to determine issues relating to structure, staffing, workflow and processes;

- Assesses relevant statutes, regulations etc governing the operations of the PTD to determine legislative framework for impact on short and long term recommendations.
- Examines audit reports and identifies issues to inform OD Strategy and Plan;
- Conducts periodic Job Analysis to inform the revision of Job Descriptions, re-engineering of positions, restructuring activities, performance management activities etc.
- Assesses the delegation and exercise of authority, grouping of functions, inter-relationship of Branches, Sections and Units to inform workflow and assist with the development of Standard Operating Procedures.
- Develops new and revised job descriptions in alignment with the Department's Strategic Plans, goals and objectives;
- Maintains and accurate database of all Job Descriptions and ensures the distribution to each staff member.
- Prepares & revises Organizational, Functional & Flow charts;
- Identifies OD priorities through assessments and analysis and recommends to the Director ODPM for inclusion in the OD Strategy;
- Coordinates/Participates in change management projects and programmes according to stipulated guidelines agreed to with relevant stakeholders;
- Recommends and implements Organizational Development and Change Management solutions which are appropriate to support the PTDs transition, modernization and culture change initiatives;
- Supports the development of tools/policies recommended by external change facilitators/consultants;
- Conducts relevant research on Organizational Development and Change Management theories, models and framework to inform OD/change management activities;
- Operates as a strategic business partner within the HRMD Branch to assist senior managers to effectively implement approved OD and change management solutions within their respective Regions, Branches, Sections and Units;
- Consults with key stakeholders (external and internal) in identifying issues and designing solutions;
- Performs other related duties as assigned by the Director-ODPM

Required Skills/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

Technical:
- Current trends in organizational development and change management.
- Research and data analysis techniques.

- Knowledge of assessing workflow processes, and techniques, systems analysis, job analysis, writing job descriptions.
- 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.)
- Sound Knowledge of Change Management Principles and Processes.
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems such as the Microsoft Visio software

Minimum Required Qualification and Experience
- Bachelor's Degree in Organizational Development/Human Resource Management or other relevant Social Science Degree;
- Three (3) years' experience in the organizational development field;
- Training/Experience in the application of Change Management Principles and Processes
- Training in project management and Management Analysis would be an asset.

Special Conditions Associated with the Job
- Normal office conditions
- May be required to work beyond regular working hours to meet deadlines
- Spend long hours sitting and using office equipment
- Required to travel island wide

Please forward application with resume, no later than **Friday, August 23, 2024** to:

Director, Human Resource Management & Development
Post and Telecommunications Department
6-10 South Camp Road, Kingston, CSO

Email: recruitment@jamaicapost.gov.jm

NB: Only short-listed candidates will be contacted.