



EMPLOYMENT OPPORTUNITY

Applications are being invited from suitably qualified individuals for the following assignment:

ORGANIZATION DEVELOPMENT CONSULTANT

Job Purpose

The Organization Development Consultant will be engaged for a fixed term to assess the current organizational structures, systems, procedures and programmes to improve efficiencies and effectiveness in operations of the Jamaica Library Service (JLS) islandwide network.

Key Responsibilities

The Organization Development Consultant will conduct an audit of the JLS and present reports of the findings and recommendations to the Jamaica Library Board. The areas of focus will include but not limited to: -

- Organizational reviews
- Workforce planning
- Strategic Human Resource Plans, Policies and Procedures Development
- Code of Conduct
- Performance Management and Appraisal System
- Training and Organizational Development including Succession Planning

Other activities to be undertaken include:

- Lead the design and oversee implementation of appropriate matrices to measure and evaluate performance of the Human Resource Management and Administration Division
- Assess current human resource structure and recommend alignment with organizational needs
- Conduct workload analysis to determine appropriate structures and staffing
- Prepare functional profiles, organization charts, organizational development manuals
- Review and revise existing job descriptions to reflect current duties, responsibilities and functions being performed

- Review current staffing nomenclatures for alignment with what obtains across the public sector
- Establish systems/programmes to foster a culture of teamwork, customer service and high performance
- Identify modern tools and processes for capacity development and modernization
- Overhaul Registry to align with records management best practices
- Document and analyze business process flows to guide the development of the organizational structures and staffing
- Lead culture change strategies

Qualification and Experience

- Masters in Organizational Development, Human Resource Development, Human Resource Management, Industrial Relations, Public Sector Administration or relevant discipline for the position
- Eight to ten (8 – 10) years proven experience in Human Resource Management/Development in large enterprises; managing complex HR projects
- Demonstrated experience as lead/consultant in organizational analysis and design
- Proven experience in Enterprise Risk Management

Special conditions associated with the job

- Required to travel to parish libraries and regions of the JLS
- All documents produced are the property of the JLS

Salary Scale

- Senior Executive Series SEG 5 - \$3,564,000.00 – \$4,236,476.00 per annum
- Travelling Allowance \$1,697,148.00 per annum

Please note that only shortlisted candidates will be contacted. Interested individuals can submit their applications to:

Director General
Jamaica Library Service
2 Tom Redcam Drive
P.O. Box 58, Kingston 5
or Email: dirgen@jls.gov.jm