



MANAGER, ORGANIZATION DEVELOPMENT AND CHANGE MANAGEMENT

JOB PURPOSE

The Manager, Organization Development & Change Management is responsible for leading institutional transformation and change initiatives that promote organizational agility, performance, and alignment with the Houses of Parliament's strategic goals. The incumbent provides strategic leadership in workforce planning, organizational design, leadership development, change readiness, and culture transformation—ensuring alignment with GoJ's public sector modernization agenda and long-term institutional resilience.

KEY RESPONSIBILITIES

- Provides expert advice to senior leadership on organization design, workforce transformation, and performance alignment.
- Leads the development of change and OD frameworks consistent with GoJ priorities and the strategic direction of the Houses of Parliament.
- Designs and leads change initiatives using evidence-based methodologies (e.g., ADKAR, Kotter).
- Conducts readiness assessments, impact analysis, and risk mitigation strategies to support seamless transitions.
- Leads stakeholder engagement and change communication activities across departments.
- Conducts diagnostics to assess organizational health, identify gaps, and recommend interventions.
- Supports culture change strategies to foster innovation, accountability, and a high-performance environment.
- Facilitates strategic planning and performance alignment workshops.
- Leads strategic workforce planning processes to ensure capacity meets long-term institutional needs.
- Collaborates with HR teams on succession planning and leadership development initiatives.
- Analyzes workforce data to inform structure and talent deployment decisions.
- Defines performance indicators for OD and change projects.
- Evaluates the impact and return on investment (ROI) of OD interventions.
- Produces periodic progress reports and strategic insights for decision-making.
- Coaches change agents and department heads in leading change and driving engagement.
- Delivers high-impact training and development sessions aligned to OD goals.
- Keeps abreast of local and international OD and change trends to inform best practices.

MINIMUM EDUCATION AND EXPERIENCE

- Master's Degree in Organizational Development, Human Resource Management, Human Development, Psychology, Public Sector Management, Management or related discipline
- At least five (5) years of relevant experience including two (2) years at the managerial level

Applications accompanied by CVs should be submitted to clerk@japarliament.gov.jm no later than Wednesday, October 29 to clerk.