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Circular No. 001
of 2020

FILE NO. OPM/DTD/

8 June 2020

TO: ALL PERMANENT SECRETARIES AND HEADS OF DEPARTMENT AND OFFICERS WITH RESPONSIBILITY FOR HUMAN RESOURCE MATTERS

It should be brought to the attention of all officers and posted on a notice board until after the closing date for receipt of applications.

OFFICE OF THE PRIME MINISTER
DIGITIZING WHOLE OF GOVERNMENT (WOG)
GOVERNMENT DIGITAL TRANSFORMATION TO STRENGTHEN COMPETITIVENESS
VACANCIES FOR OFFICERS TO PERFORM THE DUTIES OF CHANGE MANAGEMENT

Background:

The Government of The Bahamas is embarking on a number of initiatives that require a change in the way Public Officers interact with each other, the private sector, quasi-Government agencies and the client. These are exciting times to be working in the Public Service but change requires change management and we are seeking persons who are willing to assist in the change required to improve our service delivery. Interested persons will be certified in Change Management and expected to perform these duties full-time throughout the Public Service and around The Bahamas.

Officers engaged in change management will be required to guide employees and the public through the change process, proffer recommendations for resistance management strategies, and support the roll out of the digital transformation in areas that may or will affect stakeholders.

Requirements of the post:

- A minimum of a Bachelor's Degree. Communications, Human Resources Management/Development, Public Administration/Management, or Psychology are preferred.
- A minor in Public Relations, Marketing or Psychology (if not a degree) would be an asset.
- A minimum of ten years of experience in the Public Service.

Required skills/competencies:

The officer should have demonstrated excellent organizational and communications skills (written, listening and verbal), team-building skills as the Public Service is a diverse cultural and multi-disciplinary background, and the ability to use networking skills. He/She should be flexible, exhibit initiative and have the ability to think strategically and innovatively.

Specific Duties and Responsibilities of the post include (among others):

- Researching and examining the administrative, operational arrangements and structures as well as the key stakeholders in Ministries and Departments to determine the transformation initiatives and change management approaches necessary to transition from one system to the next;
- Working collaboratively and effectively with staff of Ministries and Departments and Agencies (MDAs) to construct the appropriate framework/guidelines to address the key features and initiatives which underpin change management (e.g.) communication strategies/plans, stakeholder engagement, inter-disciplinary teams, readiness assessments, resistance to change;
- Implementing effective change management strategies with a monitoring and evaluation component designed to achieve the goal of the Programme ;
- Clearly articulating the strategies to stakeholders;
- Assisting with strategies for public awareness and education;
- Making changes as necessary to the strategies upon evaluation of progress or identification of risks;
- Recommending and assisting in the development of appropriate sensitization and training interventions for the public and public officer;
- Identifying risks associated with change, facilitating discussions and finding solutions on issues that might hinder change initiatives;
- Assisting each MDA team with the development of work plans, timelines and milestones with clear responsibilities;
- Building support for the Project by assisting in the communication to stakeholders of the project development goals, objectives, activities and benefits;
- Guiding the process with teams of by engaging them in analysing the progress, exploring root causes of issues, experimenting with solutions, and documenting lessons learnt;
- Facilitating regular monthly meetings to monitor changes and their correct implementation;
- Developing Standard Operating Procedures as per the job function;
- Working with the various PEUs/PIUs to develop Standard Operating Procedures so that the change is institutionalized;
- Working with training institutions to embed capacity training sessions to ensure the sustainability of the change
- Supporting managers and supervisors and building their skills capacity for effective management of staff and stakeholders;
- Organizing support meetings, and workshops and training sessions for stakeholders;
- Assisting with strategy and planning meetings;
- Developing and executing initiatives that will sustain the change (i.e. reward and recognition programmes);
- Reporting monthly on the change management progress of the Project/Programme to the Project/Programme Manager.
- Any other job as assigned.

Serving officers must apply through their Heads of Department.

Curriculum Vitae must be submitted to the **Department of Transformation and Digitization**, Cecil Wallace-Whitfield Centre, West Bay Street via eMail address: opmodernizationunit@bahamas.gov.bs. They should be returned complete with certified copies of academic qualifications not later than **26 June 2020 at 5:00p.m.**

Permanent Secretary