



**Republic of Trinidad and Tobago
MINISTRY OF PUBLIC ADMINISTRATION**

VACANCY NOTICE

Applications are invited from suitably qualified persons to fill the following positions, on contract, in the Public Service Transformation Division.

Change Management Specialist

Position Summary

The Change Management Specialist supports the planning, coordination and implementation of Change Management processes and transformation initiatives in the Public Service. The incumbent is responsible for examining, evaluating and making recommendations for the improvement of Change Management strategies, policies, procedures and methods used to optimize the transformation initiative in the Public Service.

Key Duties and Responsibilities:

- Designs and implements strategies to affect change and transformation in the Public Service.
- Develops and implements, in collaboration with other key agencies, an integrated performance framework for the Public Service.
- Participates in the development and implementation of management training programmes to support Change Management principles.
- Assists in developing organizational capacity to manage change.
- Assists in the reviewing of management operations and systems to identify strengths, challenges and capacity for change and make recommendations based on the analysis.
- Develops conflict resolution techniques and procedures to effectively manage Change Management issues.
- Leads Project Teams in the implementation of Change and Transformation activities throughout the Public Service.
- Ability to develop and maintain effective working relationships with colleagues and clients.

Minimum Education and Experience:

- A recognized Post Graduate Degree in a Social Science with courses in Change Management or Public Sector Management.
- Extensive knowledge of Change Management principles and practices.
- At least two (2) years experience at the middle or senior level in a public or private sector organization.
- Extensive experience in designing and implementing successful change strategies.
- Extensive knowledge of the operations of the Public Service; the Public Service Regulations; the Civil Service Regulations; and the Financial Regulations.
- Training and experience in Project Management.
- Extensive knowledge of the principles, techniques and methodologies of policy research.

- Any equivalent combination of experience and training.

SUBMISSION OF APPLICATIONS

If you are interested in this job, please apply [here](#).