

## **SOCIAL RESEARCH OFFICER**

### **JOB PROFILE:**

This job requires the incumbent to assist the Director in implementing a Research Agenda on ageing issues and the elderly in the Division of Ageing.

### **KEY DUTIES AND RESPONSIBILITIES:**

- Assists with developing and implementing a research agenda for the Division of Ageing.
- Collects, complies, collates and presents research data.
- Conducts surveys, especially on ageing issues and the elderly.
- Keeps abreast of research locally, regionally and internationally.
- Monitors trends in ageing and elderly issues.
- Assists in the Divisions publications of topical research issues on ageing.
- Analyses data and prepares relevant reports.
- Designs and implements research projects.
- Organizes seminars and workshops to discuss and inquire into research areas of ageing and the elderly.

### **KNOWLEDGE, SKILLS, ABILITIES:**

- Knowledge of the principles, techniques and methodology of Social Science Research.
- Ability to express ideas clearly and concisely and to prepare reports containing descriptive, analytical and evaluative content.
- Knowledge of research related software programmes.
- Ability to work equally well alone and in teams with other researchers.

### **EXPERIENCE AND TRAINING:**

- A University Degree in the Social Sciences with an emphasis on Research Methodology.
- At least three (3) years' experience in conducting research.
- Experience in having researched in areas such as Social Welfare, healthcare, the socio-economics of ageing or other areas as they relate to ageing.