

SENIOR STATISTICAL/RESEARCH ANALYST

JOB SUMMARY:

This job requires the incumbent to conduct the necessary investigations to inform on impact of NSDP and the need for changes in the Programme to ensure relevance to current and future community needs. The incumbent will also be required to maintain statistical information and prepare reports.

KEY DUTIES AND RESPONSIBILITIES:

- Liaise with the Regional Co-ordinators, implementation agency officials, community representatives and other stakeholders to gather appropriate information about the Programme.
- Develop and implement statistical and other reports for the NSDP.
- Evaluate programme implementation and prepare all required reports.
- Collate information from relevant Programme partners and prepare monthly and other reports as required.
- Attend strategic meetings inside and outside the Ministry to represent the views of the NSDP and prepare appropriate responses as required.
- Assist in conducting Systems Audits of the Programme throughout Trinidad and Tobago.
- Prepare customized reports based on requests from stakeholders.
- Assist in budgetary preparation.
- Assist in any undertakings required of NSDP staff in urgent and/or emergency situations.
- Perform other related duties as required.

KNOWLEDGE, SKILLS, ABILITIES:

- Proficiency in the use of computer and statistical and research related software.
- Knowledge of Research Methodologies
- Knowledge of Project Management will be an asset.
- Strong interpersonal skills.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Degree in Information Management or related field from a recognized University.
- At least two (2) years in similar statistical and research work.