

RESEARCH SPECIALIST I

JOB PROFILE:

This job requires the incumbent to assist in the planning, organizing and conducting of programmes of research activities into areas related to the functioning of the Social Sector in accordance with the objective of the Research Division of the Ministry of Social Development and Family Services.

KEY DUTIES AND RESPONSIBILITIES:

- Assists in planning, organizing and conducting surveys and other types of research activities into matters pertinent to the operations, functions or problems of the social sector and in accordance with the objectives of the Ministry of Social Development.
- Collects data on trends from local and foreign agencies.
- Assists in the development and maintenance of a research agenda for the social sector.
- Assists in the development and maintenance of a database.
- Compiles, collates, analyses and interprets data collected and prepares reports designed to aid in the solution of problems.
- Keeps up to date with current research studies conducted on social issues through the Internet and other sources.
- Assists in the maintenance of a system for the safe keeping of research records and data.
- Comments on research studies prepared for the Ministry or submitted for review by external agencies.
- Liaises and collaborates with other Research Units in Government Ministries and Department, quasi government bodies and private organizations.
- Prepares and comments on Cabinet Notes and Reports relevant to the work of the Division.
- Serves on committees and advises on the interpretation of the methodology used in collecting, analysing and interpreting data.
- Performs related work as may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles, techniques and practices of research and investigative methodology and relevant software.
- Ability to compile, collate and present research data in a useful form.
- Ability to analyse and evaluate problems objectively.
- Ability to express ideas clearly and concisely and to prepare reports containing descriptive, analytical and evaluative content.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Working knowledge of computers and related software applications.

QUALIFICATIONS AND EXPERIENCE:

- Experience in conducting research work especially on social issues and training as evidenced by a first degree in one of the Social Sciences from a recognized institution.
- Experience or training in developing project proposals and in project management would be an asset.

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