

POSITION DESCRIPTION

Job Title	:	Senior Research and Policy Officer
Unit	:	Office of Deputy Permanent Secretary (Policy)
Division	:	General Administration
Reporting to	:	Deputy Permanent Secretary (Policy)
Supervising	:	N/A
Job Summary	:	The incumbent is required to develop and implement the Ministry's research agenda by coordinating the efforts of a team of professionals engaged in collecting, analyzing and disseminating information for use in planning and policy formulation, in a timely manner.

Duties and Responsibilities :

- Oversees the development of a research agenda in keeping the Ministry's vision.
- Executes the Ministry's research agenda by providing necessary inputs to inform social and economic planning.
- Networks with key research bodies in the national and global arenas.
- Plans, organizes and conducts surveys on the subjects related to the field of research.
- Performs in-depth investigations into particular areas to established trends as a means of problem solving.
- Plans and organize research initiatives based on the information required.
- Compiles progress reports, reviews reports and provides feedback on findings and recommends solutions/proposals to address concerns.
- Represents the Unit at meetings, conferences, courses, committees, seminars and workshops.
- Performs other related work as may be required.

Knowledge:

- Knowledge of relevant Public Service rules, regulations, instructions and procedures.

Skills and Abilities:

- Considerable knowledge of research methods and evaluation techniques and mechanisms.
- Proficiency in project management.
- Ability to organize and execute research projects.
- Ability to communicate effectively both orally and in writing.
- Ability to evaluate data and to prepare objective reports.
- Ability to establish and maintain effective working relationships with members of staff, other Government officers and the Public.

Minimum Experience and Training:

- A Bachelor Degree in the Social Sciences.
- Five (5) to seven (7) years experience in research and the application of research methodologies.
- Experience in the public sector will be an asset.