

JOB DESCRIPTION

Job Title : Research Specialist

Department : Research Unit

Division : General Administration

Reporting to : Research Officer II

Supervising : Nil

Summary : The incumbent will assist in the preparation of research documents and in fulfilling the Unit's overall functions

Duties and Responsibilities :

- Plans, organizes and conducts surveys into matters pertinent to the operations, functions or problems of the Unit.
- Collects data on trends from foreign agencies.
- Compiles, collates, analyses, evaluates and interprets data collected and presents finding in useful forms.
- Prepares comprehensive analytical and evaluative reports on findings designed to aid in the processing of transformation initiatives.
- Creates and maintains a subject area library.
- Prepares charts, diagrams and research papers for executive briefing purposes.
- Organises and executes programmes of research for use as inputs into briefs for Permanent Secretary and Minister.
- Liaises and collaborates with other Research Units in Government Ministries and Departments, Quasi-Government bodies and Private Organisations.

- Serves on Committees and advises on the interpretation of the methodology used in collecting, analyzing and interpreting data.

**Knowledge, Skills,
Abilities :**

- Considerable knowledge of the principles, techniques, and practices of research and investigative methodology.
- Excellent communication skills.
- Excellent analytical and problem-solving skills.
- Ability to work in a team.
- Ability to prepare reports containing descriptive analytical and evaluative content.

**Experience
and Training :**

- BSc Degree in Social Sciences.
- Any combination of training and experience.