

POSITION DESCRIPTION

- Job Title** : Senior Security Research Analyst
- Department** : Research Unit
- Division** : General Administration
- Reporting to** : Permanent Secretary/Deputy Permanent Secretary (Policy)
- Supervising** : Research Officer II
Research Officer I (2)
Research Specialist (on contract)
Clerk/Stenographer I/II
- Summary** : The incumbent will lead the research functions as relevant sections transition into a Policy Unit and apply appropriate methodology and procedures for research activities as well as analyse data which will inform policy for all facets of security-related issues

Duties and Responsibilities :

- Co-ordinate the research activities of transformational units including the Office of Law Enforcement Policy and International Affairs Desk Unit.
- Assists with the drafting and editing of policies for the various units.
- Establishes and maintains official mechanisms and systems in collaboration with key personnel to obtain a wide range of information and statistics at source related to the operations of the Ministry.
- Plans, organizes and conducts surveys and other types of research activities into security matters pertinent to the operations, functions or problems addressed by the Ministry on behalf of its clients.

- Conducts research on national security issues with an emphasis on current global trends.
- Comments on research studies prepared for the Ministry or submitted for review by external agencies.
- Advises on the interpretation of the methodology used in collecting, analyzing and interpreting data.
- Advises (Minister/PS/Divisional Heads) on security issues and programmes.
- Prepares Terms of Reference for consultants.
- Trains research team in methods and procedures to be applied.
- Serves on committees.
- Develops profiles for research projects for the budget submission.
- Works with the information technology unit to create and maintain databases for research data.
- Liaises and collaborates with other Research Units in Government Ministries and Departments, quasi government bodies and private organizations relevant to issues and trends of the sector.
- Supervises the preparation of statistical reports as required by divisions/agencies of the Ministry.
- All other matters as determined by the Permanent Secretary.

**Required skills
and competencies:**

- Strong analytical skills.
- Knowledge of SPSS, Excel, Access – understanding of statistical techniques for the Social Sciences.
- Ability to plan, organize, direct and supervise staff of lower-level analysts engaged in research.

- Considerable knowledge of principles, techniques, and practices of research and investigative methodology and relevant software.
- Considerable experience in the formulation and implementation of research activities.
- 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.
- Ability to utilize quantitative and qualitative research in policy formulation.

**Minimum
Qualifications and
Experience :**

- Bachelor of Science Degree in Social Sciences.
- Postgraduate qualification in the Social Sciences will be an asset.
- Six years progressively responsible research experience that includes two (2) years in a supervisory or managerial capacity.
- A demonstrated ability to utilize quantitative research methods in policy formulation.
- Any equivalent combination of training and experience.

