



## Ministry of National Security

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### VACANCY NOTICE

Applications are invited from suitably qualified candidates to fill the post of:

**DIRECTOR, RESEARCH AND DATA ANALYSIS (GMG/SEG 4)  
MONITORING & EVALUATION, RESEARCH & DATA ANALYTICS BRANCH**

**SALARY SCALE: \$2,888,345.00 – \$3,433,335.00**

**TRAVELLING ALLOWANCE: \$1,697,148.00 PER ANNUM WITH MOTOR VEHICLE;  
\$678,864.00 PER ANNUM WITHOUT MOTOR VEHICLE:**

#### JOB PURPOSE:

The incumbent is responsible for leading and managing the design, coordination and delivery of a robust research and data analytics agenda by ensuring up to date research methodologies are utilized in collecting and analyzing data and reporting results to support the Ministry's thrust in the development of evidence based policies and legislation.

#### The duties and responsibilities include but are not limited to the following:

#### KEY RESPONSIBILITIES:

- Provides technical and managerial oversight of the implementation of the Ministry's Research and Data Analytics agenda;
- Identifies research priorities, as part of the strategic vision of the Ministry
- Reviews data generated in collaboration with the Divisions to inform policy decisions;
- Reviews draft research paper and advances recommendations for policy development;
- Initiates the designing, development and implementation of research projects;
- Leads consultation sessions in the presentation of policy implications arising from the research findings as well as recommendations to the stakeholders;
- Researches opportunities and establishes relationships with stakeholders;
- Leads interventions geared at strengthening research and data analytics capabilities within the Ministry and the portfolio Departments and Agencies;
- Supports the development of the Ministry's Strategic Business and Operational Plans in terms of strategies for gathering evidence to support policy development;
- Facilitates the integration of the research and evaluation, policy-making and planning processes within the Ministry;
- Leads and coordinates the development of templates, Codes and Practices, Terms of References (TORs), Memorandum of Understandings (MOUs) to support the Ministry's research agenda;
- Develops and leads implementation of strategies for institutional and individual capacity building on data collection, collation and reporting procedures;
- Commissions and oversees research related to all areas of the Ministry and portfolio Departments and Agencies;
- Provides ongoing leadership and project management oversight of programmes and initiatives for research and data analytics;
- Participates in the development of management information and knowledge management systems to strengthen research, evaluation and data analytics processes;
- Supports the development and application of a Results Based Management approach to managing the Ministry's programmes.
- Prepares research papers, policy papers and cabinet submissions
- Prepares briefs and position papers for the Minister, Permanent Secretary and
- Represents the unit at the head of Department Board Meetings, other polices and corporate planning meetings in order to ensure that the work of the unit is integrated with that of the policy and planning department of the MNS.
- Provides support to Policy Director: Crime Prevention and Community Safety Unit on the performances review of the JCF
- Assists with the development of an integrated National Crime Prevention Plan

### **MINIMUM QUALIFICATION AND EXPERIENCE:**

- Master's Degree in Management or related discipline;
- Five (5) years' experience with at least two (2) years in a senior management position and three (3) years' experience in conducting qualitative and quantitative research/studies to include questionnaire design and testing;
- At least three (3) years' experience in policy development, implementation and evaluation would be an asset.

### **SPECIFIC KNOWLEDGE & SKILLS:**

- Sound knowledge of qualitative and quantitative research techniques;
- Excellent report writing and presentation skills;
- Excellent knowledge of theory, systems and application research methodologies;
- Sound knowledge of questionnaire design and content analysis;
- Working knowledge of statistical and qualitative tools;
- Working knowledge of research and statistical software applications;
- Ability to articulate hypotheses of the research to be undertaken;
- Ability to design, develop and implement research projects;
- Ability to compile, correlate and analyze data and arrive at sound conclusions;
- Ability to represent findings and conclusions effectively in appropriate tabular, graphical and written formats;
- Ability to coordinate and manage focus group discussions and elite interviews;
- Excellent leadership, coordination and time management skills;
- Excellent human relations and negotiations skills;
- High levels of integrity and professionalism;
- Sound judgment skills;
- Strong human resource management and development skills;
- Ability to provide advice, guidance and support to the Ministry's stakeholders;
- Ability to manage complex, demanding work environment, manage workloads and prioritize among conflicting demands;
- Sound understanding of government operations, management and practices, including a strong appreciation of the interconnectedness of government entities involved in and/or impacting national security;
- Working knowledge of financial management and budgeting;
- Working knowledge of relevant information and communication technologies;
- Excellent knowledge in preparing Cabinet Submissions/Notes;
- Strong organizational and project/programme management skills;
- Excellent knowledge of government policy and planning processes;
- Knowledge of relevant Laws, Government Guidelines;
- Understanding of economic and scientific research processes.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to travel locally and overseas;
- Typical working condition.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, May 17, 2019**, to the:-

Director, Human Resource Management & Administration  
Ministry of National Security  
4<sup>th</sup> Floor NCB North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Director, Research and Data Analysis (GMG/SEG 4)**

**We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted**