



## Ministry of National Security

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

**MANAGER, RESEARCH & STATISTICS (SOG/ST 8)**  
**MONITORING & EVALUATION, RESEARCH & DATA ANALYTICS BRANCH**

**SALARY SCALE: \$2,340,367.00 – \$2,781,961.00 PER ANNUM**

**TRAVELLING ALLOWANCE: \$894,924.00 PER ANNUM WITH MOTOR VEHICLE;  
\$362,472.00 PER ANNUM WITHOUT MOTOR VEHICLE**

**JOB PURPOSE:**

The incumbent is responsible for managing the research and statistics agenda of the Ministry by delivering technical research projects and providing advanced statistical support; critical in the development and implementation of policies within the national security architecture.

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

**KEY RESPONSIBILITIES:**

- Participates in designing the Ministry's research and statistical agenda;
- Coordinates and manages key operations necessary for undertaking surveys;
- Leads consultation sessions with clients to identify survey needs and specific requirements;
- Reviews and endorses research proposals ensuring appropriate graphs, charts and diagrams are utilized in presenting data;
- Manages the collection and analysis of data relevant to the Ministry's research and policy priorities.
- Monitors and evaluates survey progress and performance;
- Determines and specifies details of survey projects, including sources of information, procedures to be used and the design of survey instruments and materials;
- Manages fieldwork, interviews and experiments aimed at to gathering data for analysis;
- Utilizes statistical software in managing and reviewing data;
- Makes recommendations and manage the implementation of agreed approaches;
- Advises policymakers on key decisions based on research results.
- Maintains up-to-date comparative statistical data on issues relevant to the Ministry's research and policy priorities;
- Manages data review processes to ensure accountability and prevention of inaccurate data being keyed into the system;
- Monitors research and evaluation action plans to facilitate the delivery of assignments;
- Designs and monitors the implementation of data validation procedures to secure data quality;
- Establishes and institutionalizes research and statistical protocols within the national security architecture;
- Researches project development, implementation and evaluation and documents lessons learnt to support future implementation;
- Implements recommendations for improvements to data management within the Ministry, it's Departments and Agencies;
- Conducts informational sessions/workshops to present relevant information research and statistical analysis techniques;
- Participates in the design and institutionalization of monitoring and evaluation framework to manage projects and programmes of the Ministry;
- Prepares reports and bulletins for statistical publications;
- Manages the evaluation of research projects and recommends interventions where progress is being derailed;
- Develops manuals and standard operating procedures to be used in research and evaluation activities;

## **SPECIFIC KNOWLEDGE & SKILLS**

- Excellent report writing skills;
- Resourcefulness and ability to work independently;
- Ability to prioritize and manage research teams;
- Excellent knowledge of theory, approaches and application of statistical and qualitative research methodologies;
- Sound knowledge of good practice M&E strategies, processes, techniques and theory;
- Sound data analytics skills and database management skills
- Ability to present findings and conclusions effectively in appropriate tabular, graphical and written formats;
- Ability in reorganizing information to get a better approach to problems or tasks;
- Attention to details.

## **MINIMUM QUALIFICATION & EXPERIENCE:**

- Master's Degree in Social Sciences (eg. Statistic/Mathematics) or related field;
- Demonstrated experience in conducting qualitative and quantitative studies/research;
- Five (5) years' experience conducting field research, designing survey instruments and analyzing data;
- Experience in using Statistical Software Packages (e.g. SPSS), databases and Geographic Information System;

## **SPECIAL CONDITION ASSOCIATED WITH THE JOB**

- Normal working environment;
- Numerous critical deadlines;
- Required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Required to conduct site visits and conduct field work activities

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: Manager, Research & Statistics (SOG/ST 8)**

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