



Ministry of National Security

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

RESEARCH & STATISTICAL ANALYST (SOG/ST 7) MONITORING & EVALUATION, RESEARCH & DATA ANALYTICS BRANCH

SALARY SCALE: \$1,932,129.00 – \$2,296,695.00 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 undertaking research and performing data analysis in support of the development and implementation of evidence-based policy agenda and programmes on behalf of the Ministry, its Departments and Agencies.

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

KEY RESPONSIBILITIES:

- Collects, collates and analyses data relevant to the Ministry's research and policy priorities (e.g. crime statistics)
- Prepares and submits research proposals for approval;
- Participates in determining research and data analytics objectives based on research requirements;
- Conducts fieldwork, interviews and experiments to gather data for analysis;
- Produces research, statistical and evaluation reports utilizing graphs, charts and diagrams to present data;
- Utilizes research, evaluation and data analytics software in managing, analyzing and presenting data;
- Maintains databases in order that data relevant to the Ministry's research and policy priorities can be easily retrieved;
- Designs surveys, questionnaires, polls specific to research requirements;
- Makes recommendations and executes agreed approaches;
- Participates in activities relating to the monitoring and evaluation of key policies and programmes across the Ministry and portfolio entities;
- Provides advice and recommendations based on research results to facilitate evidence-based decision making.
- Establishes and maintains up-to-date comparative research data on issues relevant to the Ministry's policy priorities and interests;
- Conducts predictive calculations to determine targeted response;
- Liaise with stakeholders to identify data bases and supports the Manager, Research and Statistics in developing protocols for accessing data;
- Creates action plans and sets project goals in completing and delivering research assignments;
- Evaluates statistical methods and procedures used in obtaining data to ensure validity, applicability, efficiency and accuracy.
- Implements recommendations for improvements to data management within the Ministry, its Departments and Agencies;
- Conducts informational sessions/workshops to present relevant information research and statistical analysis techniques;
- Supports the delivery of seminars on to staff members from the Ministry, its Departments and Agencies;
- Prepares reports and bulletins for statistical publications;
- Plans data collection methods for specific projects and determines the types and size of sample groups to be used.

SPECIFIC KNOWLEDGE & SKILLS

- Knowledge of qualitative & quantitative research techniques
- Good report writing skills;
- Resourcefulness and ability to work independently;
- Ability to prioritize and manage busy workload;
- Excellent knowledge of theory, systems and application research methodology;
- Excellent knowledge of questionnaire design and content analysis
- Knowledge of statistical and qualitative tools
- Knowledge of statistical software applications;
- 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 in reorganizing information to get a better approach to problems or tasks;
- Ability to conduct/manage interview and focus group
- Attention to details

MINIMUM QUALIFICATION & EXPERIENCE:

- First Degree in Social Sciences or related field;
- Demonstrated experience in conducting qualitative and quantitative studies/research;
- Three (3) to five (5) years' experience of field research including hands on experience of design and conduct of research in the field;
- Experience in using Statistical Software Packages (e.g. SPSS), databases and Geographic Information System;

SPECIAL CONDITION ASSOCIATED WITH THE JOB

- Typical working environment no adverse working conditions
- 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 island wide

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
4th Floor NCB North Tower
2 Oxford Road
Kingston 5

Email: jobopp@mns.gov.jm

Subject: Research & Statistical Analyst (SOG/ST 7)

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