



Ministry of National Security

VACANCY NOTICE

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

**SENIOR DIRECTOR, MONITORING & EVALUATION, RESEARCH
& DATA ANALYTICS (GMG/SEG 5)
SECURITY RISK REFORM & TRANSFORMATION POLICY DIVISION**

SALARY SCALE: \$3,394,286.00 – \$4,034,739.00

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

JOB PURPOSE:

Senior Director, Monitoring and Evaluation, Research and Data Analytics supports the Chief Technical Director under limited to moderate supervision by providing an advanced level strategic research support including execution of key project tasks (e.g., data collection, tool design, or analytic tasks) to support the programmes of the Ministry of National Security and its Agencies and Departments. The incumbent applies a broad range of quantitative and qualitative research tools, methods, and skills in order to support complex evaluation/research projects and demonstrates some depth of knowledge in one or more technical (e.g., modeling) areas. The Senior Director will perform research support tasks including database/dataset development, guiding analysis activities involving statistical computing and modeling, and written documentation of methods and results.

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 & Evaluation (R&E) agendas;
- Initiates the development of policy options and ascertains potential effectiveness, impact and makes recommendations for new policies;
- Leads consultation sessions, think tanks and other related seminars in developing sound and effective policies, initiatives and programmes to achieve objectives;
- 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 through data gathered and analyzed in determining crime intervention strategies;
- Facilitates the integration of the research and evaluation, policy-making and planning processes within the Ministry;
- 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 of the Branch;
- Recommends the establishment of monitoring and evaluation frameworks to evaluate the effectiveness of policies, programmes and initiatives of the Ministry;
- Monitors assessment and improvement of projects, programmes and initiatives based on findings generated from research and evaluation;
- 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;
- Contributes to the formulation of policies on security and on criminal and civil justice in consultation with the permanent Secretary, Departments/Branches and policy director;
- Provides support to Policy Director: Crime Prevention and Community Safety Unit on the performances review of the JCF;

- Represents the unit at the Head of Department Board Meetings, other policies 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;
- Assists with the development of an integrated National Crime Prevention Plan;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring the Team provides consistently high levels of service to them;
- Provides guidance to staff through coaching, mentoring and other technical support to enhance the achievement of agreed performance standards.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Master's Degree in Research, Sociology, Demography, Statistics or related discipline;
- Minimum of five (5) years in a senior management role leading complex social research and evaluation projects
- Experience in policy development and evaluation would be an asset.

SPECIFIC KNOWLEDGE & SKILLS:

- Excellent leadership, coordination and time management skills;
- Excellent human relations and negotiations skills;
- High levels of integrity and professionalism;
- Sound analytical, problem-solving and judgment
- Strong human resource management and development skills;
- Excellent written and oral communication 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;
- Thorough knowledge and understanding of international policy, conventions, treaties and legislation related to international security
- 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 overseas;
- Typical working condition

Interested persons should forward their applications and résumés **NO LATER THAN Wednesday, May 22, 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: Senior Director, Monitoring & Evaluation, Research & Data Analytics (GMG/SEG 5)

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