



# Ministry of National Security

## CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of:

**RESEARCH AND EVALUATION OFFICER (SOG/ST 5) - VACANT  
MONITORING & EVALUATION, DATA & RESEARCH ANALYTICS BRANCH**

**SALARY SCALE: \$3,501,526.00 - \$4,709,163.00 PER ANNUM**

### JOB PURPOSE:

The incumbent is responsible for assisting with the execution of research and evaluation as well as data collection activities to support the research and evaluation agenda of the Ministry and, by extension, the development of policies, programmes and initiatives

### KEY RESPONSIBILITIES:

- 1. To provide technical support in the design, monitoring and evaluation of policies, programmes and initiatives implemented (or being implemented) by the Ministry and its portfolio entities:**
  - Plans and executes monitoring and evaluation activities of key policies, programmes, projects and initiatives in keeping with MNS strategic objectives and KPIs;
  - Recommends monitoring and evaluation designs, questions, criteria and performance indicators of key policies, programmes, projects and initiatives;
  - Develops monitoring and evaluation frameworks to monitor the projects and programmes of the Ministry;
  - Drafts monitoring and evaluation data collection instruments relevant to reporting and analysing results;
  - Develops and implements research and evaluation projects and documents lessons learnt for future projects;
  - Conducts evaluations and assessment of key policies, programmes, projects and initiatives in keeping with MNS strategic objectives and MNS research and Evaluation Agenda.
- 2. To provide technical guidance and support in the implementation and standardisation of M&E mechanisms across the Ministry and its portfolio entities:**
  - Monitors and tracks key deliverables relating to policies, programmes, projects and initiatives and generates reports/briefs/information sheets;
  - Prepares and disseminates M&E Periodic Reports to support decision-making relative to the key policies, programmes, projects and initiatives being implemented by the Ministry of National Security;
  - Develops and maintains a comprehensive database for policies, programmes, projects and initiatives being monitored and evaluated;
  - Provides data and information from the database to relevant personnel when required;
  - Supports the preparation of quarterly reports on M&E progress, status and findings for MNS policy leadership and other key stakeholders.
- 3. To participate in the delivery of the Ministry's research and evaluation agenda:**

- Conducts desk research and literature review as required;
- Assists in the execution of fieldwork i.e. surveys, focus groups and qualitative interviews;
- Provides support in the generation of tables, charts and info-graphics for reports and documents;
- Assists in designing surveys, questionnaires and polls specific to the research requirements;
- Assists in conducting informational sessions/workshops to present relevant information;
- Assists in the preparation of research proposals;
- Collects data relevant to the Ministry's research and policy priorities;
- Updates statistical databases;
- Assists in planning of data collection methods for research projects.

**4. To provide technical support to the collection, analysis and interpretation of data:**

- Collects and processes quantitative and qualitative data as assigned;
- Advises on gaps in the data production process for the necessary actions to be taken;
- Generates weekly summary reports of activities;
- Codes all questionnaires and completes forms using the assigned code sheet prior to data entry and processing;
- Completes data request forms and maintains files of all requests;
- Conducts data entry, processing and cross validation activities;
- Coordinates and schedules appointments for data collection;
- Executes the necessary data verification and triangulation activities to identify and correct errors in the data.

**5. To maintain valid and consistent crime and violence statistics for the Jamaica Crime Observatory – Integrated Crime and Violence Information System (JCO-ICVIS):**

- Collects, inputs, processes and validates crime and violence data for the JCO-ICVIS database;
- Makes scheduled visits to the Institute of Forensic Science and Legal Medicine (IFSML) to sort through chronological files and prepare specialised spreadsheets for cross-validation;
- Prepares source documents and participates in the cross-validation process by sorting and verifying the accuracy of victim's information with the Sub-Technical Committee;
- Fills out incidence forms as prerequisite to scheduled JCO-ICVIS cross-validation meetings;
- Assists with developing surveys for the JCO-ICVIS;
- Prepares reports on JCO-ICVIS statistical data;
- Updates JCO-ICVIS database and interview schedules;
- Maintains JCO-ICVIS cross-validated files and appropriate documents.

**MINIMUM QUALIFICATION AND EXPERIENCE:**

- Bachelor of Science Degree in Social Sciences(Sociology, Psychology, Demography, etc.) with a significant quantitative component in fields, such as Statistics, Economics, Mathematics and Operational Research;
- Two (2) years' working experience in a similar capacity;
- Experience using statistical software, such as SPSS and Excel;
- Any combination of education, training and experience relevant to the post.

**SPECIFIC KNOWLEDGE & SKILLS:**

- Sound analytical and strategic thinking;
- Sound communication (written and oral) skills and relationship management;
- Sound personal and professional integrity;
- Strong computing skills (Microsoft Suite);
- Strong planning and organising skills;
- Ability to prepare comprehensive reports;
- Ability to establish and maintain effective working relationships with the stakeholders;
- Strong record management skills;
- Demonstrate high level of confidentiality;
- Ability to multi-task.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Critical deadlines for completion of projects;
- 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.

Interested persons should forward their applications and résumés **NO LATER THAN MONDAY, July 29, 2024** to the: -

Director, Human Resource Management and Administration  
Human Resource Management and Administration Branch  
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: **Research & Evaluation Officer (SOG/ST 5)**

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