



# Ministry of National Security

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## CAREER OPPORTUNITY

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

### **ASSISTANT RESEARCH OFFICER (SOG/ST 5) – CONTRACT SECURITY RISK REFORM & TRANSFORMATION POLICY BRANCH**

**SALARY SCALE: \$1,322,684.00 – \$1,572,255.00**

#### **JOB PURPOSE:**

Under the direction of the Senior Director, Monitoring & Evaluation, Data & Research Analytics, the incumbent will be responsible for the preparation of research proposals and conducting research to prepare the relevant reports which informs policy recommendations.

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

#### **KEY RESPONSIBILITIES:**

- Assists in the identification of priority areas for research and presents skeletal outlines for consideration;
- Assists in the preparation of draft Annual Work Plan of research studies to be conducted for consideration;
- Assists in the Terms of Reference for approved research studies;
- Assists with the formatting of research documents, such as questionnaires, research proposals, research instruments and other related documents;
- Develops and implements research quality control procedures;
- Performs descriptive and multivariate statistical analyses of data, using computer software;
- Assists in the analyzing of in-depth interviews conducted with key stakeholders relating to researches being conducted;
- Assists in verification and background checks to ensure credibility and reliability of reports, etc.;
- Assists in reviewing relevant literatures;
- Assists in the preparation of summaries and abstract documents;
- Participates in meeting and workshops on strategic planning and policy issues;
- Stays abreast of trends and developments in the field of research and statistical analysis by participating in conferences, workshops and seminars; reading professional publications; maintaining professional networks; and participating in professional organizations;
- Prepares, manipulates, and manages extensive databases for work undertaken by the unit;
- Responds to external and internal research enquiries from colleagues, other government departments, academics, local councils, regional development agencies and members of the public;
- Performs other related duties and responsibilities as may be determined by the Director.

**MINIMUM QUALIFICATION AND EXPERIENCE:**

- Bachelor of Science Degree in the Social Sciences/ Statistics or related field with emphasis on Research;
- Experience conducting empirical research 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;
- Excellent human relations and negotiations skills;
- High levels of integrity and professionalism;
- Sound judgment skills.

**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;
- Typical working condition.

Interested persons should forward their applications and résumés NO LATER THAN **Friday, August 5, 2022** 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: Assistant Research 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.**