



Ministry of National Security

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 DIVISION

SALARY SCALE: \$2,735,387.00 – \$3,678,791.00

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 inform 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 & 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, December 16, 2022** to the: -

Director, Human Resource Management and Administration
Human Resource Management and Administration Branch
Ministry of National Security
4th Floor NCB North Tower
2 Oxford Road
Kingston 5
Email: 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.