

MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT

RESEARCH SPECIALIST

PLANNING AND IMPLEMENTATION UNIT

JOB DESCRIPTION

REPORTING RELATIONSHIP: **DIRECTOR, PLANNING AND
IMPLEMENTATION UNIT**

JOB SUMMARY

Responsible for planning, organizing and conducting programmes of research for the Planning and Implementation Unit of the Ministry. Work involves investigating, collecting, collating and analyzing data as required for the proper functioning of the Unit. A considerable degree of initiative and independent judgment is required.

DUTIES AND RESPONSIBILITIES

- Assists in planning, organizing and conducting surveys and other types of research activities into pertinent matters to the operations, functions or problems of the social sector and in accordance with the objectives of the Ministry of Sport and Community Development;
- Collects data on trends from local and foreign agencies;
- Liaises with research practitioners nationally, regionally and internationally in order to stay abreast with the latest and best research practices;
- Assists in the development and maintenance of a research agenda for the Ministry of Sport and Community Development;
- Assists in the development and maintenance of various Ministry databases;
- Assists in the development and implementation of Tracer Studies;

- Compiles, collates, analyses and interprets data collected and prepares reports designed to aid in the solutions of problems;
- Evaluates data quality and interprets statistics for the preparation of reports;
- Contribute to the preparation of monthly and annual reports on the performance of the Unit and conduct presentations;
- Undertakes inspection visits to programmes of the Unit to ascertain their status, verify performance data, identify problems and recommend solutions to the Programme Co-ordinators and Director of the Unit;
- Keeps up-to-date with current research studies conducted on social/community issues through the Internet and other sources;
- Assists in the maintenance of a system for the safe keeping of research records and data;
- Comments on research studies prepared for the Ministry or submitted for review by external agencies;
- Liaises and collaborates with other Research Units in Government Ministries and Department, Quasi government bodies and private organizations;
- Reviews and makes recommendations on plans of private consultants recruited by the Ministry to undertake research activities;
- Prepares and comments on Cabinet Notes and Reports relevant to the work of the PIU;
- Serves as a representative of the Ministry on various committees and advises on the interpretation of the methodology used in collecting, analyzing and interpreting data;
- Conducts field work to collect relevant data as necessary;
- Supervises members of field staff in the conduct of surveys;
- Makes recommendations to the Director on the training and developmental needs of the staff;
- Performs related work as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles, techniques and practices of research and investigative methodology and relevant software;

- Ability to compile, collate and present research data in a useful form;
- Ability to analyze and evaluate problems objectively;
- Ability to express ideas clearly and concisely and to prepare reports containing descriptive, analytical and evaluative content;
- Ability to establish and maintain effective working relationships with other employees and the public;
- Ability to interact effectively with community-based groups;
- Working knowledge of computers and related software applications.

MINIMUM EXPERIENCE AND TRAINING

- Experience in conducting research work especially on social/community issues and training as evidenced by a first degree in one of the Social Sciences from a recognized institution.
- Demonstrated ability in the advanced use of software such as Microsoft Excel and Access. Ability to use DevInfo would also be an asset.
- Experience with the use of statistical packages such as SPSS, SAS would be an asset.
- Experience or training in developing project proposals and in project management would be an asset.
- Post-graduate training would be an asset.
- Experience with CBOs/NGOs/FBOs would be an asset.