

MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT
POLICY UNIT

POLICY, RESEARCH AND PLANNING SPECIALIST

JOB DESCRIPTION

JOB SUMMARY

The Incumbent will be required to develop and implement the Ministry's research agenda by collecting, analyzing and disseminating information, for use in planning and policy formulation, in a timely manner. The Incumbent must be keeping up to date and have considerable knowledge of Government Communications trends locally, regionally and internationally.

REPORTING RELATIONSHIP

Reports to the Director, Policy Research and Planning

SUPERVISES

Business Operations Assistant II

DUTIES AND RESPONSIBILITIES

- Assists in formulating and monitoring project implementation plans
 - Planning and coordinating the work of project implementation teams of the Ministry;
 - Monitoring the achievement of objectives;
 - Conducting performance gap analyses;
 - Assist in developing and executing a communication strategy for projects being implemented.

- Assist in developing and implementing the Ministry's Strategy and Action Plan. Areas of responsibility include:
 - Conducting gap analyses re: competency, capability and strategic intent;
 - Developing implementation roadmaps;
 - Mapping work progresses;
 - Developing a strategic plan implementation program;
 - Creating a comprehensive capability development plan;
 - Developing and implementing change management strategies and resistance management plans.

- Assists in the designs, organizes and implements research undertakings and coordinates research activities to ensure the currency and relevancy of research data applicable to the mandate of the Ministry. Integrating this research into organizational policies, directives and procedures into a coherent framework.
- Executes the Ministry's research agenda by providing necessary inputs to inform social and economic planning.
- Networks with key research bodies in the national and global arenas.
- Plans, organizes and conducts surveys on subjects related to the field of research, and performs in-depth investigations into particular areas to establish trends as a means of problem solving.
- Assists in the development of project proposals, the documentation of new projects, and Preparation of Terms of Reference (TORs) for the Ministry's projects.
- Plans and organizes research initiatives based on the information required and compiles progress reports and reports on findings/solution proposals for internal and external stakeholders.
- Represents the Unit at meetings, conferences, courses, committees, seminars and workshops.
- Performs other related work as may be required by the job functions.

KNOWLEDGE, SKILLS AND ABILITIES DUTIES AND RESPONSIBILITIES

- Results oriented and self-motivated;
- In possession of strong analytical and problem-solving skills;
- In possession of excellent interpersonal and communication skills, both oral and written;
- Able to manage a cadre professional, technical and administrative personnel;
- Able to conduct meetings and negotiations with persuasiveness and diplomacy.

MINIMUM EXPERIENCE AND TRAINING

- Extensive experience in research and the application of research methodologies, and training as evidenced by possession of BSc. Degree in the Social Sciences or any combination of training and experience.
- A Master's Degree in one of the Social Sciences will be an asset.