



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 181 **OSC Ref. C. 6272¹⁴**

31st July, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following posts in the **National Commission on Violence Prevention (NCVP), Office of the Prime Minister:**

1. **Research Manager (GMG/SEG 4) (Contract)** – salary range \$3,032,763 - \$3,605,002 per annum and any allowance(s) attached to the post.
2. **Senior Research Officer (SOG/ST 7) (Contract)** – salary range \$2,028,736 - \$2,411,529 per annum and any allowance(s) attached to the post.
3. **Administrative Assistant (GMG/AM 3) (Contract)** – salary range \$1,181,789 - \$1,404,775 per annum and any allowance(s) attached to the post.

1. Research Manager (GMG/SEG 4)

Job Purpose

The Research Manager in collaboration with the Chairperson of the NCVP and the Commissioners is responsible to finalize the development and guide implementation of the Work Plan for the Technical Unit and will select the appropriate methodologies and techniques to provide insights to the issues at hand. The Research Manager oversees the staff within the Technical Unit as well as the Secretariat for the Commission.

The Research Manager will also be mainly responsible for leading and managing the research activities of the NCVP while interfacing with Ministries, Departments, Agencies and international organizations.

Key Responsibilities

- Co-ordinates and determines research objectives through the creation of a plan of action, setting of project goals, and managing to completion in collaboration with the Commission;
- Provides expert advice and specialist assistance to the Chairperson and the Commissioners;
- Prepares Progress, Annual, Special and other reports as determined by the Commissioners;
- Manages the Capital and Recurrent Budget for the NCVP with support from the Administrative Manager;
- Develops/prepares Work Plan for Technical Unit;
- Oversees all research conducted for the Commission by ensuring that:
 - The Research Calendar for the Commission is maintained
 - The research proposals are developed for possible areas of exploration and that detailed research plans are created, and related data collected
 - The Unit collects, analyzes and presents quantitative and qualitative data to support the development of recommendations with respect to violence prevention
 - There is a mechanism in place to maintain and capture relevant and up to date information on matters pertinent to violence prevention
 - The reports are prepared using infographics and other innovative and engaging means of presenting voluminous and complex data and research findings so that the information can be communicated for the consumption of the public
 - High quality research reports, briefing papers and discussion papers are prepared and that they can withstand challenges and scrutiny
 - The co-ordination of documentation and archiving of knowledge around all violence prevention projects and ensures that all lessons learnt are documented

- A database on local and international best practices and research is maintained within the Unit.
- Generate sharp policy briefs and recommendations for improved Violence Programme using evidence generated by basic and evaluation research;
- Identifies learning and developmental needs of employees and ensures that they are adequately addressed;
- Develops, implements and manages systems and procedures to meet the research needs of the Commission;
- Reviews and ensures that all analysis of findings, preparation of reports, summary documents and material for publication and communication are at a high standard;
- Manages the acquisition of technical expertise to support the execution of Research Plans and the documentation of findings, in accordance with GOJ procurement and recruitment guidelines;
- Oversees the work assigned to other members of the Technical Unit and work assigned to persons outside of the Unit.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent analytical and research skills
- Excellent judgement and problem-solving skills
- Excellent planning and organizational skills
- Excellent leadership and management skills
- Excellent interpersonal and customer service skills
- Competent and practiced in evaluation research
- Ability to cope well under pressured working conditions.
- Ability to meet deadlines
- Ability to think strategically
- Ability to manage and work in a multi-cultural environment
- Ability to work with and lead a team
- Knowledge of statistical methods and survey design
- Knowledge of social research and data analysis
- Knowledgeable in various research and testing methodologies
- Proficient in use of Microsoft Office Suite (Word, Excel PowerPoint), statistical software (SPSS) and Internet research
- Demonstrates understanding of research, monitoring and evaluation principles and practices

Minimum Required Qualification and Experience

- PhD Degree in Business Administration **or** Public Administration or Management Studies **or** other related Social Sciences from an accredited tertiary institution.
- At least five (5) years' work experience in research or statistics (strong analytical skills required) with at least three (3) years at a senior management level.
- Experience in Research and Statistics.

2. Senior Research Officer (SOG/ST 7)

Job Purpose

Reporting to the Research Manager, the Senior Research Officer assists with the preparation of the Work Plan for the Technical Unit and undertakes research functions for the Commission.

Key Responsibilities

- Develops, implements and manages systems and procedures to meet the research needs of the Commission;
- Designs research solutions including data collection tools/instruments (surveys, questionnaires);
- Tests research methodologies to confirm intended purpose of evaluation;
- Performs fieldwork, interviews and experiments to gather data;

- Collects, analyzes and presents quantitative and qualitative data to support the development of recommendations with respect to Violence Prevention;
- Compiles and organizes findings in graphs, charts, mock-ups, and diagrams;
- Presents results of analysis in a clear and concise manner, orally, in writing and graphically;
- Reviews, analyzes and interprets data; Develops and presents Statistical reports
- Verifies information on research databases;
- Delivers presentations to local audiences as required;
- Prepares research papers and reports as assigned;
- Generates short and sharp policy-briefs and suggestions for improved Violence Programmes using evidence generated by basic and evaluation research;
- Develops research proposals for possible areas of exploration and ensures that detailed Research Plans are created, and related data collected;
- Analyzes and presents quantitative and qualitative data to support the development of recommendations with respect to Violence Prevention;
- Participates in the analysis of findings, preparation of reports, summary documents and material for publication and communication;
- Prepares high quality research and reports using infographics and other innovative and engaging means of presenting voluminous and complex data and research findings for the consumption of the public;
- Co-ordinates the documentation and archiving of knowledge around all violence prevention projects and ensures that all lessons learnt are documented;
- Collaborates with all members of the Technical Unit to ensure that a database on local and international best practices and research are maintained within the Unit.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Qualitative and quantitative research skills including data analysis
- Excellent research skills
- Excellent problem-solving skills
- Strong analytical and judgment and decision-making skills
- Strong planning and organizational skills
- Strong interpersonal and customer relations skills
- Competent and practiced in evaluation research
- Data management skills
- Ability to cope well under pressured working conditions
- Ability to meet deadlines
- Ability to think strategically
- Ability to manage and work in a multi-cultural environment
- Ability to work with a team
- Knowledge of statistical methods and survey design
- Knowledge of social research and data analysis
- Knowledgeable in various research and testing methodologies
- Proficient in use of Microsoft Office Suite (Word, Excel PowerPoint), statistical software (SPSS) and Internet research
- Demonstrates understanding of research, monitoring and evaluation principles and practices

Minimum Required Qualification and Experience

- Master's Degree in Business Administration or Public Administration or Management Studies or other related Social Sciences from an accredited tertiary institution.
- At least three (3) years' work experience in research or statistics (strong analytical skills required)
- Experience in fieldwork

Special Conditions Associated with the Job

- A valid driver's license and owns a reliable motor vehicle.
- May be required to travel outside of Kingston, to meetings, consultations and conferences etc.

3. Administrative Assistant (GMG/AM 3)

Job Purpose

Under the supervision of the Administrative Manager, the Administrative Assistant will perform the clerical duties, basic accounting, secretarial/receptionist, inventory and records keeping duties for the Unit.

Key Responsibilities

- Types letters, memoranda and other correspondence;
- Prepares and modifies documents including correspondence, report, drafts, memoranda and emails;
- Files all correspondence, updates files including personal files;
- Updates and maintains Attendance Register and prepares monthly reports;
- Receives and dispatches telephone calls to and from the Unit;
- Makes requests for repairs and servicing of office equipment;
- Ensures that telephone calls are recorded, bills checked, and private calls are paid;
- Makes arrangements for meetings, prepares Agenda/Minutes and distributes
- Prepares/compiles appropriate meeting documents and ensures follow-up with post-meeting actions and decisions;
- Maintains leave records; logs and submits leave applications through the Administrative Manager to the Human Resource Development and Management Division, OPM;
- Records and prepares invoices when required;
- Maintains Staff List and Inventory Records for the Unit.
- Maintains adequate supply of stationery and other office supplies for the Unit; receives and issues stock;
- Makes request to the OPMs Procurement Unit for stationery and office supplies;
- Ensures that the petty cash bills are reconciled and submits for reimbursement when necessary;
- Maintains an effective filing system that allows for security of confidential documents, and speedy retrieval of documents/information, in accordance with established standards;
- Liaises with external clients, as requested by the Administrative Manager.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent time management skills.
- Good organizing and planning skills.
- Ability to work in a team.
- Ability to use initiative.
- Knowledge of standard office practices and procedures.
- Excellent typing and minute writing skills.
- Basic accounting skills.
- Knowledge of organization policies and procedures.
- Proficient in the use of computer applications and software especially Microsoft Office Suite (Word, Excel, Power Point).

Minimum Required Qualification and Experience

- First Degree in Business Administration, Public Administration or Management Studies or related discipline from an accredited tertiary institution.
- Must have at least one (1) year experience in a similar position.

Special Conditions Associated with the Job

- A valid driver's license and owns a reliable motor vehicle.
- May be required to travel outside of Kingston, to meetings, consultations and conferences etc.

Applications accompanied by résumés should be submitted **no later than Friday, 14th August, 2020 to:**

Senior Director
Human Resource Development & Management
Office of the Prime Minister
1 Devon Road
Kingston 10.

Email: jobs@opm.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



Merle I. Tam (Mrs.)
for Chief Personnel Officer