



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 202

OSC Ref. C. 4858³⁶

19th August, 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 **vacant post of Research Officer (SOG/ST 6)** in the **Department of Co-operatives and Friendly Societies, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**, salary range \$1,592,427 - \$1,892,895 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Research Manager (SOG/ST 7), the Research Officer (SOG/ST 6) is responsible to implement and utilize research methodologies efficiently and effectively to facilitate collation, analysis and provision of statistical information to stakeholders of the Friendly, Co-operative and Industrial and Provident Societies Movements and other related sectors.

Key Responsibilities

Management/Administration

- Provides data to facilitate preparation of the Unit's Work Programmes and Budget to ensure the most efficient and effective utilization of the Department's resources;
- Prepares Productivity Reports;
- Makes recommendations relating to research methodologies and procedures utilized by the Unit;
- Undertakes assignments geared towards achieving the Unit's mandate;
- Produces research reports, fact sheets and other written material based on data;
- Provides reports advising on specific statistical matters in relation to entities regulated by the Department;
- Liaises with other allied research and policy organizations;
- Liaises with other sections within the Department during the course of any assignment;
- Represents the Department at meetings, workshops or conferences.

Technical/Professional

- Conducts analysis of financial reports from Societies;
- Conducts data collection, analysis and management;
- Analyses research and interpret data to ensure that key issues are identified;
- Assists in defining and redefining research objectives;
- Assists with the preparation of reports on research objectives;
- Assists in identifying, designing and implementing the relevant methodology/techniques to manage research;
- Utilizes statistical software to manage information;
- Assists with the creation of online statistical tools and databases;
- Contributes to the development and promotion of new or revised policies and strategies designed to enhance viability of the Movements;
- Assists in enhancing the Department's ability to disseminate research findings on varied issues;
- Facilitates analytical reviews of internal controls and conditions with focus on; trend conditions and operational results in light of economic and environmental situation;
- Liaises with members and staff of the Movements, other external agencies and stakeholders to acquire technical and developmental assistance;
- Works collaboratively with the staff of the Department on new and ongoing research initiatives;
- Assists in making presentation at Training Sessions and Management Retreats of Societies;
- Performs other related functions assigned from time to time by the Research Manager, Director or Registrar.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good planning and organizing skills
- Strong customer and quality focus skills
- Goal/results oriented
- Good interpersonal skills
- Problem solving and decision making skills
- Teamwork and co-operation
- Initiative
- Strategic Vision
- Integrity
- Analytical thinking
- Leadership
- Change management
- Use of Technology
- Social skills

Technical:

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of Research Methodology
- Sound knowledge of Cooperatives and Friendly Societies Principles
- Proficient in relevant software applications

Minimum Required Qualification and Experience

- Bachelor Degree in Public Policy/Economics/Statistics or related field
- Knowledge of theory, systems and application of Research Methodology
- A minimum of one (1) year experience in a similar or related field.

Special Conditions Associated with the Job

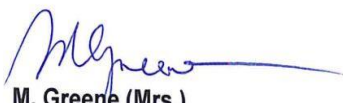
- Highly unfavorable working conditions at times
- Working on weekends
- Working outside the normal working hours in completing the Work Programme
- Island-wide travel to various Co-operative Societies, Charitable Organizations, Friendly Societies, Industrial & Provident Societies, Agriculture Loans Societies & Approved Organizations, Groups and other institutions
- Travelling extensively island-wide and internationally on occasions

Applications accompanied by Résumés should be submitted **no later than Tuesday, 1st September, 2020 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6.**
E-mail: hrm@micaf.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.


M. Greene (Mrs.)
for Chief Personnel Officer (acting)