



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

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3rd March, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Research Manager (GMG/SEG 4) (Contract)** in the **National Commission on Violence Prevention (NCVP) Secretariat, Office of the Prime Minister**, salary range \$3,032,763 - \$3,605,002 per annum and any allowance(s) attached to the post.

Job Purpose

The Research Manager, in collaboration with the Chairperson of the NCVP and the Commissioners, is responsible for finalizing the development and guiding the implementation of the Work Plan for the Technical Unit and selecting 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.

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

Key Responsibilities

The duties and responsibilities include but are not limited to the following:

- Co-ordinates and determines research objectives, in collaboration with the Commission, through the creation of a plan of action, setting of project goals and managing to completion;
- 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 the 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 ensuring that all lessons learnt are documented
 - ✓ A Database on local and international best practices and research is maintained within the Unit;
- Generates 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, research, planning and organizing skills
- Excellent judgement and problem-solving skills
- Excellent leadership, management interpersonal and customer service skills
- Competent and practiced in evaluation research
- Ability to cope well under pressured working conditions
- Ability to think strategically and meet deadlines
- Ability to manage and work in a multi-cultural environment
- Ability to work in 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

The Research Manager must meet the minimum required qualifications as detailed below or equivalency. Equivalency decisions are made based on a combination of education and experience that would provide the required knowledge and abilities:

- Master's Degree in Business Administration **or** Public Administration or Management Studies **or** other related Social Sciences from an accredited tertiary institution.
- PhD Degree in Business Administration **or** Public Administration or Management Studies or other related Social Sciences from an accredited tertiary institution **would be an asset**;
- Five (5) years' work experience in research or statistics, with at least three (3) years at a senior management level;
- Experience in Research and Statistics.

Applications accompanied by résumés should be submitted **no later than Tuesday, 16th March, 2021 to:**

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


Email: jobs@opm.gov.jm

Further details of the post may be obtained from the Human Resource Development and Management Division.

Please note that previous applicants should not re-apply.

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**