



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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30th June, 2022

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 following posts in the **National Commission on Violence Prevention (NCVP), Office of the Prime Minister:**

1. **Senior Research Officer (SOG/ST 7) – (Contract)**, salary range \$2,109,885 - \$2,507,990 per annum and any allowance(s) attached to the post.
2. **Research Officer (SOG/ST 6) – (Contract)**, salary range \$1,656,124 - \$1, 968,611 per annum and any allowance(s) attached to the post.

1. Senior Research Officer (SOG/ST 7)

Job Purpose

The Senior Research Officer will report to the Research Manager and will assist with the preparation of the Work Plan for the Technical Unit and undertakes research functions for the Commission. As soon as the Work Plan is finalized and approved by the Commission, the Research Manager shall assign work to the Senior Research Officer and co-ordinate the multiple concurrent research activities and initiatives so assigned.

Key Responsibilities

- Develops, implements and manage 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 fieldworks, interviews, 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 reports using infographics and other innovative and engaging means of presenting voluminous and complex data and research findings to ensure that the information can be communicated 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

- 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;
- Three (3) years' work experience in research or statistics (strong analytical skills required);
- Experience in fieldwork.

Special Condition Associated with the Job

- Required to possess a valid driver's license and owns a reliable motor vehicle;
- May be required to work beyond normal working hours and on weekends, whenever the need arises.
- May be required to travel outside of Kingston, to meetings, consultations and conferences etc.

2. Research Officer (SOG/ST 6)

Job Purpose

The Research Officer will report to the Senior Research Officer, and will be responsible for co-ordinating the multiple concurrent research activities and initiatives so assigned.

Key Responsibilities

- Maintains a Research Calendar for the Commission to monitor the activities of the Research Team;
- Organizes and maintains research databases;
- 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;
- Maintains a mechanism to consistently capture relevant and up to date information on matters pertinent to Violence Prevention;
- Participates in the analysis of findings, preparation of reports, summary documents and material for publication and communication;
- Prepares research papers and reports as assigned;
- Presents results of analysis in a clear and concise manner, orally, in writing and graphically;
- Develops research proposals for possible areas of exploration and ensures that detailed Research Plans are created, and related data collected;
- Prepares high quality research and reports using infographics and other innovative and engaging means of presenting voluminous and complex data and research findings to ensure that the information can be communicated for the consumption of the public;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- 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
- 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 data collection methods/techniques
- 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

- BSc. Degree in Business Administration or Public Administration or Management Studies or other related Social Sciences from an accredited tertiary institution;
- Four (4) years' work experience in research or statistics (strong analytical skills required);
- Experience in fieldwork.

Applications accompanied by résumés should be submitted **no later than Wednesday, 13th July, 2022 to:**

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

E-mail: 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**