



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 28
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16th January, 2023

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 (ST 5), Ministry of Transport and Mining**, salary range \$2,735,387 - \$3,678,791 per annum.

Job Purpose

Under the supervision of the Transport Planner, the incumbent is responsible for analyzing and generating written reports from data collected, to shape policies or examine the effectiveness of existing policies.

Key Responsibilities

- Participates in the design and implementation of Research Programmes, including design proposal, design survey, instruments, data entry and analysis;
- Collects, analyzes and interprets qualitative and quantitative data;
- Uses appropriate and creative methods to design and manage research projects;
- Applies a variety of research techniques to gather relevant information, including document analysis, surveys, case studies and interviews;
- Conducts research to inform policy process, development of standards and to provide data for inclusion in documents, such as draft Bills, Cabinet Submission, etc.;
- Liaises with members of the public and other Government Departments to obtain various types of information, compile information and produce initial draft;
- Circulates drafts for comments and organizes workshops/seminars to obtain feedback and incorporate same in revisions of the final document;
- Participates in the execution of Impact Assessment studies as the need arises and prepares the relevant reports;
- Conducts field investigations on transport matters and prepares reports;
- Represents the Ministry on various Committees, Councils, etc.;
- Prepares reports on research/studies and activities in the relevant draft and final report format;
- Reviews and provides feedback on reports, proposals and other documents, as assigned;
- Participates in the development of the Transport Statistics and Geographic Information System databases through data collection, entry and reduction;
- Manipulates and analyzes datasets for presentation in appropriate format;
- Presents and disseminates results, both orally and in writing;
- Offers research-based briefings and advice, which may involve Action Plans;
- Performs other related duties and responsibilities as may be determined from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Ability to undertake applied research
- Ability to produce clear findings and reasoned recommendations
- Excellent knowledge of Research methodologies and techniques
- Numerical and computational analytical techniques
- Ability to multi-task and prioritize among conflicting demands
- Excellent knowledge and use of relevant computer applications
- Good data analysis and presentation skills

Core:

- Excellent problem-solving and decision-making skills
- Good interpersonal and people management skills
- Excellent oral and written communication skills
- Good teamwork and co-operation skills
- Excellent planning and organizing skills
- Good customer and quality focus skills
- Accountability
- Adaptability
- Integrity

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Social Science or other relevant discipline;
- One (1) year working experience;
- Awareness of social issues and Local Government would be an asset.

Special Conditions Associated with the Job

- Will be required to work beyond normal working hours;
- Expected to travel island-wide.

Applications accompanied by résumés should be submitted **no later than Friday, 27th January, 2023 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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**