



MINISTRY OF EDUCATION & YOUTH

CAREER OPPORTUNITIES

Applications are invited from suitably qualified persons in the Ministry of Education and Youth to fill the following **vacant position**:

Research Officer (SOG/ST 6), Policy Implementation & Quality Assurance Section

School Improvement Services Branch

Job Purpose

Under the general direction of the Senior Quality Assurance Analyst, the Research Officer is responsible for providing research support to include data analysis and collating, preparing appropriate reports, briefs, documents containing evidence-based assessments, relevant advice and recommendations in support of the work of the Policy implementation and Quality Assurance Section.

Key Responsibility Areas:

Technical/Professional:

- Provides technical advice on formative research (qualitative and quantitative) in support of the identification and analysis of issues, challenges and opportunities in the schools;
- Provides technical support in the design and development of research and analysis in order to identify issues that will inform the formulation of policies, programmes and intervention for a quality assurance framework;
- Undertakes research within regions to obtain data, status and relevant information to inform school interventions and the development of relevant programmes;
- Coordinates and supports finalization of quantitative and qualitative data, and the use of student achievement data to improve school outcomes;
- Undertakes the compilation, analysis and consolidation of cross-regional data that will inform programme and/or activity adjustment where necessary;
- Collaborates in the development of data collection tools, tracking log frame indicators, undertaking monitoring, evaluation, and analysing their data and information, and consolidating information for reporting and tracking progress on programmes and projects;

- Provides comparative data analysis of regional and international statistics, by creating annual reports and publications;
- Provides technical support to enable knowledge transfer and management of data collection and analysis of status and issues;
- Develops key performance indicators and means of assessment against these indicators;
- Develops and/or adapt practical monitoring and reporting tools for analysis of data;
- Conducts periodic data verification exercises to ensure overall quality and accuracy of data being captured.

Management

- Assists in the development, implementation and monitoring of the Division's corporate/operational plans and annual budget;
- Attends meetings and represents the Ministry at conferences, seminars and other fora as required;
- Conducts Stakeholder Analysis to assist in the development of a Communication Plan that will drive the communication between the Regions and their key stakeholders;
- Represents the Section at meetings/conferences/workshops as required;
- Undertakes any other related duties as may be requested from time to time.

Required Competencies

Core

- Ability to exercise good judgment and discretion in decision-making;
- Excellent planning and organizing skills and time management skills;
- Results and goals oriented;
- Excellent research and analytical skills;
- Excellent oral and written communication skills;
- Excellent interpersonal and customer service skills;
- Keen attention to detail and critical thinking.

Technical

- Sound knowledge of research, policy design and reporting;

- Sound knowledge of interpreting, analysing qualitative and quantitative statistics, as well as presenting statistical data;
- Knowledge of programme/ project development and management skills;
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Education and Experience

- Bachelor of Science Degree in Social Sciences or equivalent qualifications;
- At least two (2) years' experience in the field of Research.

Special Conditions Associated With the Job

- Normal Office Environment;
- Required to travel extensively;
- Required to work beyond normal working hours at times in order to meet deadlines;
- Required to be the holder of a valid driver's license and a reliable motor vehicle.

Remuneration Package:

Salary scale - ***\$1,656,124.00 – \$1,968,611.00 per annum***

Interested persons are invited to submit an application with résumé no later than **Monday, August 8, 2022** to the address presented below.

**Director – Human Resource Management
Ministry of Education & Youth
2- 4 National Heroes Circle,
Kingston 4
Email: jobapplications@moey.gov.jm**

Subject: “Research Officer (SOG/ST 6), Policy Implementation & Quality Assurance”

We thank all applicants for expressing an interest; however, only shortlisted candidates will be contacted.