

**MINISTRY OF EDUCATION
NATIONAL EDUCATION INSPECTORATE**

JOB DESCRIPTION

- 1. JOB TITLE:** Research Assistant
- JOB GRADE:** (To be determined)
- SECTION:** Research and Analysis Section
- REPORTS TO:** Director, Research and Information Management
- SUPERVISES DIRECTLY:** N/A
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2. JOB PURPOSE:

To collate and analyze data from inspections, surveys and evaluations, and provide inputs for reports to support the research activities of the Inspectorate.

3. KEY OUTPUTS:

- Inspection data gathered and analysed
- Data provided in relevant format for inspection and other reports
- Data sets developed to support data information needs of the NEI

4. KEY AREAS OF RESPONSIBILITY:

- Assists the Senior Director to develop/update the Research Agenda for the Inspectorate
- Accesses inspection reports and analyses data from inspections, surveys and evaluations for the production of thematic reports to satisfy varying demands
- Conducts research and liaises with external organizations to access data
- Assists with the development with data collection and conducts analyses.
- Prepares reports as required

- Responds to data requests from other units within the organization, other agencies and the public, and prepares required reports, as directed by the Director Research and Information Development
- Assists the Director with the statistical audit of individual inspection reports for statistical accuracy, consistency and validity; highlights common errors and issues to inform quality improvement interventions (e.g. training, revisions to data collection methodologies)
- Performs other related duties as assigned by the Director Research and Information Development

5. PERFORMANCE STANDARDS

- Reports submitted indicate comprehensive in-depth analysis
- Information/data provided is accurate and submitted within the agreed time frame
- Personal and professional conduct is in keeping with the Inspectorate's competencies

6. REQUIRED COMPETENCIES

- Sound knowledge of statistical analyses tools and research methodology,
- Knowledge of the Education system
- Knowledge of the Ministry of Education's policies, rules and regulations
- Proficiency of the relevant computer applications
- Excellent presentation, oral and written communication skills
- Excellent report writing skills
- Ability to demonstrate a high level of initiative and professionalism

7. MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE,

- Bachelor's Degree in Social Research and Statistics or related discipline
- Training in statistical Analysis of Data
- Three (3) years related working experience

8. SPECIAL CONDITIONS

- Normal working conditions