

**JOB TITLE:** RESEARCH OFFICER

**JOB ID:** T1009

**Old JOB Number:** 0

**REPORTS TO:** SUPERVISING OFFICER

**Date revised:** 2022-03-01

**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE

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**PURPOSE:** To facilitate decision making and management control over organization activities by providing guidance that comes from in-depth research, analyses, forecasting and statistics.

**KEY OUTPUTS:**

- Managed research.
- Conducted surveys.
- Prepared research reports.
- Developed tables, graphs and charts.
- Sound recommendations.

**RANGE OF ACTIVITIES:**

- Under the supervising officer, the job holder undertakes the administration, research and analysis of data relating to projects.
- To carry out research to locate precedents, documents, authorities for action and references to support recommendations in dealing with matters.
- To carry out field surveys to ascertain public opinion on specific organization activities or to determine trends.
- To collect, store and retrieve research materials.
- To present statistical analysis of all research data.
- To quantify and interpret statistical data.
- To assist the supervising officer in structuring and organizing research projects, surveys, designs questionnaires and research formats.
- To prepare reports on research being undertaken.
- To perform any other related duties for the smooth functioning of the department.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- Bachelor's Degree in Economics, Statistics, Mathematics or Public Management from a recognised University PLUS two (2) years working experience in research and analysis.

OR

Diploma in Statistics, Mathematics, Accounts, Economics or Public Management from a recognised institution PLUS four (4) years working experience in research and analysis.

**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- The incumbent carries out prescribed procedures with operational freedom. He/she could influence the pace of work in the preparation of reports, statistics and charts. Good work would benefit the organisation and to the services provided through the provision of valid information for decision making. Poor quality work can damage the image of the organisation and create financial loss which could lead to the loss of good will.

**RESOURCE MANAGEMENT:**

- The incumbent supervise one to three staff. He/she consults frequently with the Deputy Permanent Secretary, Principal Assistant Secretary, Divisional head or technical specialist.

Management of physical resources - nil.

**COMMUNICATIONS:** The incumbent communicates with the Head of Department and other staff of the department.

**WORKING CONDITIONS:** Works in office conditions, except that the job holder would need to be outdoors for part of the day to a few days when research surveys are conducted.

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