



OFFICE OF THE PRIME MINISTER

TERMS OF REFERENCE

RESEARCH OFFICER JAMAICA EDUCATION TRANSFORMATION COMMISSION

PREAMBLE

The Research Officer, Jamaica Education Transformation Programme Secretariat is responsible for providing research support. This will include undertaking relevant and appropriate research, data analysis and collating, and preparing appropriate reports, briefs and documents containing evidence-based assessments and any relevant advice and recommendations in support of the work of the Secretariat.

REPORTING RELATIONSHIP

The Research Officer, Jamaica Education Transformation Programme Secretariat will report directly to the Manager of the Secretariat but will work in collaboration with the Chairman of the Commission and the Senior Advisor to the Prime Minister. The Manager of the Secretariat will be responsible for ensuring that the requirements outlined in this Terms of Reference are duly carried out and takes corrective action should the need arise.

KEY RESPONSIBILITIES

The duties and responsibilities include, but are not limited to:

- Undertakes research using appropriate tools with the aim of providing information and analysis on the policy issue and its development;
- Provides information on what research is already available, including in cross cutting areas involving economic and social development matters, towards preparation of papers and technical presentations as required;
- Conducts quantitative data analysis of existing secondary data sets and primary quantitative data, using Excel and/or SPSS.
- Conducts qualitative analysis of data through interviews, focus groups, workshops or other methods. Conducts desktop research, using a range of methods and sources of data, related to inequality and social innovation practice globally. Organizes and maintains research databases;
- Performs fieldwork, interviews, experiments to gather data;
- Collects, analyzes and presents quantitative and qualitative data;

- Compiles and organizes findings in graphs, charts, and diagrams;
- Participates in the analysis of findings and preparation of reports, summary documents and material for publication and communication;
- Prepares research papers and reports as assigned; documents, reports, and present research findings to Manager;
- Presents results of analysis in a clear and concise manner, orally, in writing and graphically;
- Coordinates preparations for and servicing of meetings, organized by the Secretariat by assisting with the preparation of the required documentation and reports and assisting with the logistical arrangements;
- Assists the Manager in the conceptualization and preparation of the major policy analysis, and prepare and, or as required, contribute to the preparation and delivery of written and oral reports, papers and briefings, and speeches and briefs for the Chairman and the Office of the Prime Minister.
- Produce high quality research reports, briefing papers and discussion papers ensuring that the reports are authoritative, meet defined needs and quality standards that are capable of withstand challenges and scrutiny; Works closely with others as part of a team and with external stakeholders to manage relationships and deliver work.
- Produce high quality and varied research outputs for a range of audiences including analysis, report writing and presentations where necessary.
- Takes responsibility for data and project management and administration as it relates to delivering work.
- Delivers of particular work strands relating to our research. This will include taking personal responsibility for key elements of work as well as supporting others in the team.
- Perform any other duties assigned from time to time.

DELIVERABLES

The expected deliverables (key results) are as follows:

- Data collection tools/instruments designed
- Studies and surveys conducted, findings analyzed, and reports prepared.
- Graphs, charts and diagrams generated
- Research proposals/papers prepared
- Statistical and other reports prepared
- Databases maintained

EVALUATION

- The Research Officer will be required to complete an annual evaluation of the Research Officer at the end of each contract anniversary year. The evaluation will seek to assess the performance of the Research Officer over the contract period.

EXPERTISE REQUIRED:

The Research Officer, Jamaica Education Transformation Commission Secretariat is expected to possess the following range of expertise and experience:

It is highly desirable that candidates will be able to demonstrate experience in one or more of the following areas:

- A bachelor degree or equivalent in a relevant discipline, such as economics, development studies or social science;
- Experience of designing quantitative research tools
- Experience of quantitative and statistical data analysis, including of large existing data sets, using Excel and/or SPSS
- Experience of designing qualitative research tools
- Experience of conducting and organizing qualitative fieldwork
- Experience of conducting qualitative analysis using Excel, Word and/or NVivo
- Experience of having conducted robust desktop research and knowledge of a range of methodologies for doing this
- Evidence of ability to grasp complex concepts and debates quickly and to engage with these effectively through research
- Evidence of having worked in group settings and / or as part of a cross-organizational or inter-organizational team
- Evidence of having delivered or contributed to the delivery of high-quality social research outputs

MINIMUM QUALIFICATION AND EXPERIENCE

Master's Degree in Business Administration or Public Administration or Developmental Studies, or other related Social Sciences from an accredited tertiary institution.

At least two (2) years' work experience in research, data analysis and statistics (strong analytical skills required)

OR

Undergraduate Degree in Business Administration or Public Administration or Developmental Studies or other related Social Sciences from a recognized tertiary institution

At least four (4) years' experience in research, data analysis and statistics (strong analytical skills required)

REQUIRED COMPETENCIES

- Integrity and confidentiality;
- Excellent oral and written communication skills;
- Excellent qualitative and quantitative research skills including data analysis
- Excellent research and analytical skills;
- Excellent planning and organizational skills;
- Excellent interpersonal and customer relations skills;
- Excellent problem-solving skills, judgement and decision-making skills;
- Excellent strategic thinking skills and operational planning capabilities;
- Strong data management skills;
- Administrative and organizational abilities, including an eye for detail;
- Creative thinking and solution building abilities
- Ability to cope well under pressured working conditions and to meet deadlines;
- Ability to work in a Team and in a multi-cultural work environment; ;
- Knowledge of social research, data analysis and statistics;
- Demonstrable understanding of research, monitoring and evaluation principles and practices.
- Proficient in use of Microsoft Office Suite (Word, Excel PowerPoint), statistical software (SPSS) and Internet Research;

Internal and External Contacts (specify purpose of significant contacts):

Internal

Contact (Title)	Purpose of Communication
Manager	Provide high level advice. Receive directives and guidance
Chairman/Manager	Provide direction and guidance on work programmes
Manager	To formulate and manage implementation of Plan and identify resources.
Chairman/Manager	Collaboration and sharing of information

External

Contact (Title)	Purpose of Communication
Ministers of Government	To provide advice and information on policy proposals and programme development.

Ministry of Finance and the Public Service Planning Institute of Jamaica	To collaborate on the identification and monitoring of Government's policy priorities, plans and programme implementation
Permanent Secretaries, CEOs and Heads of Ministries, Departments and Agencies	To inform and obtain support
Secretary to the Governor General	To provide information for action by the Governor General
Private Sector and Civil Society Stakeholders	To obtain feedback on policy proposals and policy impacts.

OTHER REQUIREMENTS:

- Willingness to work beyond normal working hours and on weekends, whenever the need arises;
- On call for emergency meetings/events;
- Demonstrates confidentiality, diplomacy, integrity, high ethical standard and tact in the performance of duties.