



DEPARTMENT OF CORRECTIONAL SERVICES

CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the vacant position of **RESEARCH OFFICER (SOG/ST 5)** in the **Corporate Planning and Research Division** with salary ranging from **\$3,501,526 - \$4,709,163 per annum**.

JOB PURPOSE

The incumbent is responsible for informing and supporting corporate planning, performance management and evaluation processes of the Department by providing relevant research and maintaining robust databases.

KEY RESPONSIBILITIES

Technical/Professional Responsibilities:

- Prepares an annual research work plan in keeping with the main policy priorities, objectives and goals of the Department.
- Conducts research assignments in collaboration with the department as well as external bodies as is necessary.
- Researches and identifies data and relevant information that best meet the needs of key stakeholders.
- Uses appropriate research methodology to collect and analyse data and qualitative information on the subjects within the Department.
- Designs and implements data collection schedules including the frequency of data collection to provide timely, relevant information for planning and decision making.
- Compiles analyses and interprets research findings and prepares reports with stated conclusions to facilitate planning and decision-making.
- Prepares timely reports on research undertaken and comments and recommendations on selected material for the guidance of policy direction.
- Identifies data and information needs and makes contact with the appropriate sources to enable collection;
- Determines the frequency of data collection;
- Reviews official publications, periodicals and magazines to determine whether current research is being undertaken on subjects relevant to the Department.
- Prepares special papers required for presentation at local seminars and conferences;
- Assists with the evaluation of the activities of the Department;
- Undertakes specific research projects assigned by the Director ensuring compliance with DCS term of reference, MNS guidelines and scientific standards;
- Conducts data collection activities relevant to research projects and assignments and develop a clearly defined terms of reference for data collection and analysis;
- Keeps abreast of current local and international research findings;
- Develops and maintains relevant electronic databases in collaboration with the Management Information Systems Unit;
- Liaises and builds links with research organisations involved in similar activities at the national, regional and international levels;

Human Resource Management Responsibilities:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals.
- Participates in the recruitment of staff for the Division and recommends transfer, promotion, termination and leave, in accordance with established human resource policies and procedures.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Ensures the welfare and developmental needs of staff are clearly identified and addressed.
- Establishes and maintains an environment that fosters a culture of team work, employee empowerment and commitment to the unit and the organization goals.

Other Responsibilities:

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Ability to conceptualise research issues quickly, be analytically insightful and effectively communicate results in a logical, efficient and timely manner;
- Proficiency in Microsoft Access, Excel, SPSS and Power Point;
- Experience in survey design, survey sampling techniques, questionnaire design, data quality control, data analysis, and writing/publishing reports
- Experience in conducting surveys;
- Excellent analytical skills

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Under-graduate degree in Sociology, Economics, Statistics, Research or a closely related field;
- Understanding and practical experience of international conventions, legislative and regulatory development, research and evidence-based policy formulation;
- At least three (3) years related experience at a technical/professional level.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Required to visit institutions to conduct research with inmates and wards.

Kindly submit cover letter and resume no later than **Friday, November 15, 2024** to:

Senior Director, Human Resource Management and Administration
Department of Correctional Services
5-7 King Street,
Kingston

The Department of Correctional Services thanks all applicants for their interest, but only those shortlisted will be contacted.