



# Government of Trinidad and Tobago

## Non Standard - JOB DESCRIPTION

### CONTRACTUAL POSITION

**JOB TITLE:** Senior Research Specialist

**JOB SUMMARY:** The incumbent is required to use research methodologies in the development of research agenda, projects and activities related to health.

**REPORTS TO:** Director, Health Policy, Research and Planning

**SUPERVISION GIVEN TO:** Research Technician

#### **KEY RESPONSIBILITIES:**

- ✓ Formulates research priorities and projects for the health system that is based on sound evidence across the global public health environment;
- ✓ Uses sound research methodologies and data analysis to design and executive research projects for the health system, develop policy initiatives and programme/project assessments;
- ✓ Collaborates with research institutions in designing and conducting research projects and develops the appropriate governance and data reporting framework;
- ✓ Disseminates research findings via symposia, journals, electronic and conferences to assist in policy and institutional development;
- ✓ Coordinates grant-funded research projects awarded to the Ministry of Health and executed by research agencies;
- ✓ Develops and implements a Research and Bioethics Model inclusive of policy, governance structure and legal framework that supports the review, authorization and reporting of research projects related to the health sector;
- ✓ Makes arrangements for the hosting of research related regional and international conferences;
- ✓ Conducts any health related research to inform the policy position of the Ministry;
- ✓ Develops and finalizes Annual Administrative Reports for the Ministry of Health and any other reporting requirements to other Ministries and agencies;
- ✓ Prepares Cabinet Notes and all matters relating to Parliament affairs as required;
- ✓ Supports departments within the Ministry of Health in the development and execution of research projects;
- ✓ Supervisors research staff;
- ✓ Performs any other related duties.

<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	
<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>▪ Considerable knowledge of the principles, techniques and practices of research and investigative methodologies.</li> <li>▪ Considerable knowledge of the Ministry of Health and International Health Organizations.</li> <li>▪ Considerable knowledge of software such as web-based surveys and qualitative research packages.</li> <li>▪ Considerable knowledge of methods used for the development of strategic and work plans.</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>▪ Proficiency in the use of Microsoft Office Suite and the ability to use the Internet for research purposes.</li> <li>▪ Ability to collect, collate and critically analyze information, conduct research and make appropriate recommendations.</li> <li>▪ Ability to read and interpret public health data including statistics using SPSS or any high level statistical software.</li> <li>▪ Ability to analyze and assess problems objectively.</li> <li>▪ Ability to prepare and present complex technical reports in a clear and concise manner.</li> <li>▪ Ability to establish and maintain effective working relationships with other employees and the public.</li> <li>▪ Ability to demonstrate good principles of ethics and integrity within the working environment.</li> <li>▪ Good Planning, Organization, Time Management Skills and Implementation skills.</li> <li>▪ Ability to communicate effectively both orally and in writing.</li> <li>▪ Ability to work independently.</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"> <li>✓ Masters Degree in Social Sciences or any other related field;</li> <li>✓ At least seven (7) years experience in research methodology and reports;</li> <li>✓ Training in the use of statistical software e.g. EPI Info or S.P.S.S;</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>✓ Any equivalent combination of qualifications, knowledge, skills, abilities and experience</li> </ul>	