**JOB DESCRIPTION**

**RESEARCH TECHNICIAN**

**INTERNATIONAL CO-OPERATION DESK**

**MINISTRY OF HEALTH**

**Position : Research Technician**

**Reports to** : Research Specialist/Designated Officer

**Job Summary**: The incumbent’s work includes assisting in the conducting, organizing and executing programmes of research in related fields for use in planning studies and problem solving, surveying of and collecting and analyzing information on the particular subject matter.

**Key Duties and Responsibilities:**

* Assists in organizing and executing programmes of research for use as inputs into social and economic planning or management studies.
* Collects information related to fields of study from published and unpublished sources.
* Assisting in planning, organizing and conducting surveys on subjects related to the field of research.
* Performs in-depth investigations into particular areas to establish trends, changes in trends as a means of problem solving.
* Analyses and evaluates the effectiveness of social and economic programmes and projects.
* Analyses and evaluates data and presents findings in useful forms.
* Assists with estimates of future needs for services and presents facts significant to the formation of future plans.
* Assists in the preparation of comprehensive analysis and evaluation of findings.

**Minimum Knowledge, Skills and Abilities:**

* Knowledge of research methodology.
* Ability to analyze data.

**Minimum Qualifications, Education and Experience:**

* B.Sc. Degree in Sociology, Economics and Statistics, or other related Social Science.
* Working experience in research, and strong analytical and/or report writing skills.
* Experience in the use of statistical software.
* Proficiency in the use of appropriate computer applications such as the Microsoft Office Suite.

**OR**

* Any equivalent combination of training and experience.