



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	Research Officer
<b>JOB GRADE:</b>	SOG/ST
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Policy Planning and Development Division/Health Systems Improvement Branch
<b>SECTION/UNIT:</b>	-
<b>REPORTS TO:</b>	Health Planner
<b>MANAGES:</b>	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ Employee	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

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### **1. JOB PURPOSE (Reason for Existence)**

Reporting to the Health Planner, the Research Officer will direct and participate in the identification of research areas and conduct of research that will aid and improve the development of policies for the delivery of health care and decision making of the Ministry of Health.

### **2. KEY OUTPUTS (Results, Deliverables)**

- Research needs defined;
- Research studies developed and completed;
- Stakeholders consultations conducted;
- Reports on activities prepared;
- Individual work plan prepared.

### **3. KEY RESPONSIBILITIES (Activities, Tasks)**

#### **A.) Management/Administrative Responsibilities:**

- Maintains relevant computerized and manual databases on research work
- Prepares reports on activities at required intervals;
- Represents the Ministry at local fora and other functions as directed.
- Prepares individual work plan.

#### **B.) Technical/Professional Responsibilities:**

- Defines the research agenda to facilitate policy decisions;
- Conducts research to provide/inform policy and programme development;
- Conducts research in areas that have implications for the local health sector;
- Conducts ongoing analysis of the research needs within the framework of approved policy goals and objectives;

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Research Officer, Policy, Planning and Development Division,  
Ministry of Health.

- Research and analyse trends in health care which will necessitate the need for the development of new policies to address issues relevant to matters affecting the society;
- Develops research proposals and specifications;
- Searches and retrieves information from paper-based sources, online database etc.;
- Conducts research studies using a variety of qualitative and quantitative research methods and prepares reports;
- Analyses primary and secondary data;
- Presents and disseminates findings of research to the Health Planner;
- Engages with stakeholders in government, the private sector, the voluntary sector and academia to support and inform research work and to obtain feedback;
- Prepares reports and makes recommendations for submission to the Health Planner;
- Keeps abreast of developments in the health sector, regionally and internationally.

**C.) Other Responsibilities:**

- Performs any other related duties, as assigned by the Health Planner from time to time.

**4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- Research agenda defined and agreed within a specific time;
- Research studies completed in accordance with established standards and deadlines;
- Stakeholders consultation conducted satisfactorily and in a timely manner;

- Reports prepared are accurate, comprehensive and submitted on a timely basis;
- Individual work plan prepared in the appropriate format and within agreed deadline;
- Confidentiality of information obtained on the job is preserved;
- High level of performance is demonstrated consistently.

## 5. INTERNAL AND EXTERNAL CONTACTS

### i) Internal

Director, Policy, Planning and Development	Obtain advice, receive directives and guidance, information regarding portfolio and provide feedback
Director, Health Systems Improvement	Receive instructions on priorities and expected results; Provide guidance and information,
Health Planner	Receive instructions on priorities and expected results; Provide guidance and information, work assignments and provide feedback
Chief Medical Officer and other Senior Managers	Obtain and share information
Regional Health Authorities, CEO's in Agencies	Provide, obtain and share information

### ii) External Contact

Contact	Purpose of Communication
Researchers/Research Organisations	Obtain and share information
Members of the Public	Obtain data for research studies

## 6. REQUIRED COMPETENCIES

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Research Officer, Policy, Planning and Development Division,  
Ministry of Health.

Prepared by: HR Consultant,

January 05, 2018

**Core**

- Good oral and written communication skills;
- Excellent presentation skills;
- Ability to analyse and interpret data;
- Sound research skills;
- Highly developed analytical, diagnostic and critical thinking skills;
- Strong project management skills;
- Strong planning, organizing, time management and reasoning skills;
- planning and organizing skills;
- Ability to work demonstrates high levels of integrity and confidentiality;
- Ability to prioritise among conflicting demands;
- Ability to meet critical deadlines;
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Strong goal/result orientation;
- Initiative
- Keen listener;
- Excellent integrity/ethics exercised in the performance of duties;

**Technical**

- Knowledge of trends and developments in the health sector;
- Sound knowledge of qualitative and quantitative research methods;
- Knowledge of data collection, analysis and reporting;
- Sound knowledge of technical report writing;

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- Experience and capability in research and evaluation methodologies;
- Experience in the analysis and interpretation of qualitative data;
- Proficiency in the use of relevant computer software and computer applications.

#### **7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- First Degree in Social Sciences or related discipline from a recognized tertiary institution;
- Training in research techniques;
- At least five (5) years experience in the conduct of research.

#### **8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Required to work beyond normal working hours as the need arises;

#### **9. AUTHORITY TO:**

- Recommend scheduling/rescheduling of research activities;
- Recommend policy changes based on research findings;

#### **10. WORKING CONDITIONS**

- Normal office conditions.