



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 156
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15th May, 2019

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the post of **Research Officer (SOG/ST 6) - (for one year)** in the **Consumer Affairs Commission**, salary range \$1,516,597 – \$1,802,757 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Director of Research, the incumbent is responsible for designing and undertaking Economic Research programmes and policy analysis that enhance consumer interests.

Key Responsibilities

- Undertakes Economic Research activities in keeping with planned programmes of research as follows:
 - ✓ Formulates the appropriate research design and methodologies by selecting the most suitable investigative methods (surveys, interviews, experiments) and research tools (periodical indexes, databases, websites)
 - ✓ Designs first draft of survey instrument
 - ✓ Collects, arranges and analyzes data and investigates trends observed
 - ✓ Synthesizes, analyzes and integrates information sources and prior knowledge
 - ✓ Tests findings on sample population to ascertain the level of impact
 - ✓ Prepares draft report including recommendations
 - ✓ Discusses draft reports with the Director of Research, making the necessary amendments prior to submission of the final document;
- Undertakes research on consumer matters, including prices, the environment, food security and other issues and evaluating the extent to which they impact the economy and consumers by:
 - ✓ Carrying out evaluations based on specific complaint reports from the Field Operations Unit and the mass media
 - ✓ Carrying out investigations based on specific requests from the portfolio Ministry, other agencies, CARICOM partners, international consumer affiliates, et al.
 - ✓ Assessing the domestic effect of such issues
 - ✓ Examining data and preparing analyses on the effects, prices and other trends
 - ✓ Drafting report on investigations undertaken and submitting reports to the Director of Research;
- Provides research based information to the Field Operations and Communications Units for the development of Consumer Education programmes designed to stimulate consumer awareness;
- Prepares Base Statistical Data for speeches or seminar papers for the Commission;
- Drafts policy analysis/policy papers for submission to portfolio Ministry, based on empirical data or research findings;
- Collates statistical data on the activities of the Commission and research findings to be accessed by stakeholders;
- Prepares weekly, monthly and annual Activity Reports;
- Assists with complaints where required;
- Attends meetings, seminars and workshops on the behalf of the Commission;
- Participates in the preparation and presentation of the Public Awareness Education programme and other public awareness programmes such as manning and monitoring external expositions;
- Reviews and updates data prepared by the Research Assistant to ensure timeliness and accuracy;
- Ensures the weekly exchange rates and other relevant economic variables are recorded for analysis; weekly survey of prices of selected Petroleum products are collected/obtained, recorded for verification and product price analysis relevant to the domestic and international markets;

- Monitors the availability of information in the Commission's Document Centre;
- Enters, updates and retrieves data using effective and appropriate computer applications;
- Assists in the management of the Commission's Website and the Commission's email services;
- Assists in providing basic on-the-job training and orientation for Research Assistants and Summer Interns;
- Assists with the planning of workshops for Survey Officers as the need arises.

Required Knowledge, Skills and Competencies

Technical/Functional:

- Professional knowledge of Economic Research
- Research and data analysis skills
- Technical writing skills
- Use of technology
- Pays keen attention to detail

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Adaptability
- Integrity
- Ability to work in a team
- Compliance
- Customer and quality focus
- Good planning and organizing skills
- Organizational and environmental awareness

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Social Sciences from an accredited University;
- One (1) year experience in the field of research.

Applications accompanied by résumés should be submitted **no later than Tuesday, 28th May, 2019 to:**

**Finance and Administrative Manager
Consumer Affairs Commission
34 Trafalgar Road
Kingston 10**

Email: jobs@cac.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**