



Government of the Republic of Trinidad and Tobago

MINISTRY OF FINANCE

OFFICE OF THE MINISTER OF FINANCE

Notice of Vacancy

The Permanent Secretary, Ministry of Finance, is seeking to employ, on contract, for a period of three (3) years, suitably qualified person, to fill the following position in the Office of the Minister of Finance.

RESEARCH ANALYST - 1 Position RESEARCH UNIT

JOB SUMMARY:

The incumbent is required to undertake investigations of social, economic and managerial matters and analysis and evaluation of data; prepare working papers, reports and briefs on matters studied; liaise with Government Ministries/Departments and Agencies and private organisations.

Supervise subordinate staff engaged in the compilation, collation and analysis of the raw material.

REPORTS TO: Senior Research Analyst

SUPERVISION GIVEN TO: Business Operations Assistant II

DUTIES AND RESPONSIBILITIES:

- Participates in research projects on matters pertinent to the operations of the Ministry;
- Maintains a system for the efficient storage and retrieval of research records and data;
- Liaises and collaborates with other research Units of Government Ministries and Departments, quasi-government bodies and private organizations;
- Prepares Cabinet Notes, briefs, working papers, and reports designed to aid in the preparation of responses to the Parliament;

- Tabulates and analyses data in replying to questions, queries and reports;
- Conducts general research into topics required by the Minister of Finance, studying socio-economic and other data collected;
- Performs related work as may be required.

KNOWLEDGE

- Some knowledge of the principles, techniques and practices and methodology of social science research

SKILLS AND ABILITIES:

- Skill in the use of Microsoft Office Suite;
- Ability to use the internet for research purposes;
- Ability to Exercise tact and diplomacy in the performance of duties.
- Ability to work expeditiously within tight deadlines;
- Ability to observe and maintain confidentiality in the performance of duties;
- Ability to communicate effectively, both orally and in writing;
- Ability to establish and maintain effective working relationships with associates, other public service employees, representatives of recognised associations and other stakeholders.

EXPERIENCE AND TRAINING:

- Some experience in research work;
- Training as evidenced by a recognized University degree in the one of the Social Sciences or any equivalent combination of experience and training.

SUBMISSION OF APPLICATIONS

A Covering letter including Curriculum Vitae, together with copies of relevant academic qualifications, two references and a certificate of good character (or evidence of having applied for same) are to be submitted by hand no later than **Friday 25th August, 2017** to:

**The Permanent Secretary
Ministry of Finance
Attention: Director of Human Resources
Level 7, Finance Building
Eric Williams Financial Complex
Independence Square, Port of Spain**

The Ministry of Finance thanks all applicants for their interest, however only those under consideration will be contacted.