

## **RESEARCH OFFICER I**

### **Kind of Work:**

Responsible professional work collecting, analysing and evaluating socio-economic data.

### **Distinguishing Features of Work:**

An employee in this class organises and executes programmes of research in a related field or field for use in planning studies and problem solving. Work includes conducting socio-economic surveys of and collecting information on the particular subject matter, supervising subordinates engaged in the collection and compilation of the raw materials and analysing and evaluating data. The employee exercises some initiative and independent judgement within the framework of departmental policy but work is subject to review by a superior through reports and consultation for quality and comprehensiveness.

### **Examples of Work:**

Organises and executes programmes of research for use as inputs into social and economic or physical planning or management studies.

Collects information related to fields of study from published and unpublished sources.

Plans, organises and conducts surveys on subject related to the field of research.

Performs in-depth investigations into particular areas to establish trends, changes in trends or as a means of problem solving.

Supervises staff engaged in the collection, collation and compilation of raw materials.

Analyses and evaluates data and presents findings in useful forms.

Evaluates the effectiveness of social and economic programmes and projects.

Estimates future needs for services and presents facts significant to the formulation of future plans.

Prepares comprehensive analytical and evaluative reports on findings.

Liaises and collaborates with other workers engaged in research studies.

Performs related work as may be required.

### **Required Knowledge, Skills and Abilities:**

Knowledge of investigative methodology, its principles and techniques.

Ability to organise and execute research projects.

Ability to supervise subordinates engaged in the collection and compilation of raw materials.

Ability to evaluate data and to prepare objective reports.

Ability to express ideas clearly and concisely both orally and in writing.

Ability to establish and maintain effective working relationships with fellow employees, other Government officers and the general public.

**Minimum Experience and Training:**

Experience in research and training as evidenced by a degree from a recognised University in Sociology, Economics, Statistics or a related field or any equivalent combination of experience and training.