



JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: SENIOR RESEARCH SPECIALIST

JOB SUMMARY:

The incumbent is required to lead the planning, organising, and executing of programmes of research activities into areas related to supporting the mandate of the Land Settlement Agency. Conducts systematic and comprehensive assessment of the work of Agency to ensure alignment with the developing and implementing systems, strategies, policies and frameworks; leading, coordinating and participating but are not limited to, the collection, analysis and publication of statistical data. The incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:

- Manager, Corporate Services

SUPERVISION GIVEN TO:

- Research Officer, Support Staff

DUTIES AND RESPONSIBILITIES:

- Conducts detailed research and present recommendations and findings into appropriate housing and building technologies.
- Plans, organises and conducts surveys and other types of research activities into matters pertinent to the operations, functions or problems of the social sector and in accordance with the objectives of the Land Settlement Agency.
- Conducts detailed research into appropriate social, health, economic and environmental programmes.
- Collects and analyses data on trends from local and foreign agencies; up to date current research studies on social issues through the internet and other sources.
- Assists in the development and maintenance of a research agenda.
- Develops and maintains database system for safe keeping of research records and data.
- Comments on research studies prepared for the Ministry or submitted for review by external agencies.
- Complies, collates, analyses and interprets data collected and prepares reports designed to aid in the solution of problems.
- Assist in the development of Community Development Policies and Strategies for implementation by the LSA.
- Analyses and evaluates the effectiveness of social and economic programmes and presents evaluation reports on findings.
- Prepares Public Consultation and Participation Policies and Strategies for implementation by the Land Settlement Agency.
- Liaises and collaborates with other Research Units in Government Ministries and Department, quasi government bodies and private organisation.
- Prepares and comments on Committees, Cabinet Notes, Policy documents and Administrative Reports.
- Provide technical support and recommendations in the periodic review of the legislation, procedures and institutional and organisational structure of the Land Settlement Agency.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	▪ Knowledge of modern research principles, concepts, practices, and methods ▪ Knowledge of data collection techniques and data analysis. ▪ Ability to compile, collate and present research data in a useful form. ▪ Ability to analyse and evaluate problems objectively. ▪ Ability to express ideas clearly and concisely and to prepare reports containing descriptive, analytical and evaluative content. ▪ Ability to establish and maintain effective working relationships with other employees and the public.
SKILLS AND ABILITIES:	▪ Excellent analytical, organizational and communication skills ▪ Strong interpersonal skills with the ability to work with individuals at all levels across the institute. ▪ Ability to multi-task, prioritize, and complete projects in timely manner ▪ Skill in leading, coordinating and/or supervising the work of others. ▪ Ability to effectively communicate. ▪ Skills in analysing and evaluating data.
MINIMUM EXPERIENCE AND TRAINING:	
▪ A first degree in Economics, Statistics, Sociology, Urban Planning or Management. Postgraduate qualifications in Social Sciences will be an asset. ▪ A minimum of 5 years' experience in conducting research. ▪ Evidence of presentation of papers, workshops at international conferences.	