



**Republic of Trinidad and Tobago
MINISTRY OF PUBLIC ADMINISTRATION**

VACANCY NOTICE

Applications are invited from suitably qualified persons to fill the following positions, on contract, in the Public Service Transformation Division.

Research and Development Specialist

Position Summary

The Research and Development Specialist is required to research, analyze and develop plans and policies for a broad range of areas in the Public Sector. The incumbent will be responsible for assisting with the implementation of these policies and programs to affect transformation initiatives in the Public Service.

Key Duties and Responsibilities:

- Researches and advises on policies, plans and proposals for initiatives in the Public Service.
- Designs, implements, analyzes and evaluates the policies, procedures and operating systems of the public sector with minimal guidance from Senior Managers.
- Monitors the interpretation of policies and assesses the effectiveness of these policies and provides recommendations thereon.
- Participates in the development and execution of strategies to facilitate the implementation of the Transformation Agenda.
- Facilitates the forging of strategic alliances with stakeholders in the public and private sector both nationally and internationally.
- Participates in the development of Tactical and Operational plans of the Division.

Minimum Education and Experience:

- A recognized BSc. Degree in one of the Social Sciences with courses in Public Policy/Planning and Public Sector Management.
- Competencies in Economic Research, Policy design and Planning.
- Training in the area of Project Management.
- Ability to function effectively in a projectised and team environment.
- Any suitable combination of experience and training.

SUBMISSION OF APPLICATIONS

If you are interested in this job, please apply [here](#).