


Ref #:		
 Government of Trinidad and Tobago <b>JOB DESCRIPTION</b> <b>CONTRACTUAL POSITION</b>		
<b>JOB TITLE: GRADUATE RESEARCH ASSISTANT</b>		
<b>JOB SUMMARY:</b>		
<p>The incumbent will be required to undertake research, draft Notes for Cabinet, develop policies and procedures, identify best practices and be responsible for structuring and syncretising budgets and reports emanating from various Units of the Office of the Marshal.</p>		
<b>REPORTS TO:</b>	<ul style="list-style-type: none"> <li>• Marshal of the Parliament</li> </ul>	
<b>SUPERVISION GIVEN TO:</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>DUTIES AND RESPONSIBILITIES:</b>		
<ul style="list-style-type: none"> <li>• Undertake research assignments that are in keeping with the focus of the Office of the Marshal.</li> <li>• Assist in planning, organizing and managing the collection and analysis of data to inform the planning initiatives of the Office of the Marshal.</li> <li>• Collect, analyze and manage information from a wide variety of sources specific to the focus of the Office of the Marshal or relevant to any current or planned investigation/area of study.</li> <li>• Co-ordinate and centralise all information about investigations and studies and act as a first point of contact for enquires about research being conducted by the Marshal.</li> <li>• Provide reports and the production of documentation necessary for the effective execution of the mandate of the Office of the Marshal.</li> <li>• Design reports and present information using clear language, graphs and charts. Respond to questions regarding research findings. Incorporate feedback from users into improved research design and reports.</li> <li>• Document and archive research methodology and source data.</li> <li>• Assure the confidentiality of all data, including sensitive information related to matters before the Marshal.</li> <li>• Carry out such other related duties as may be assigned or required from time to time.</li> </ul>		
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>		
<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• A good understanding of the role and functions of the Parliament.</li> <li>• A sound knowledge and awareness of current affairs (locally, nationally, regionally and internationally)</li> <li>• Some knowledge of parliamentary practices, procedures and protocols.</li> <li>• Sound knowledge of research techniques and administrative procedures.</li> <li>• Some knowledge of filing systems and file maintenance procedures.</li> </ul>	
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>• Ability to understand oral and written instructions.</li> <li>• Ability to respond efficiently to inquiries from the Marshal of the Parliament.</li> <li>• Excellent ability to prepare complex correspondence and reports.</li> <li>• Excellent research, report writing and communication skills.</li> </ul>	

- Excellent organisational skills and strong attention to detail, with proven ability to handle multiple tasks efficiently and effectively.
- Ability to reprioritise workload and meet challenging deadlines.
- Competent in the use of Microsoft Office Suite.
- Ability to speak and write clearly and effectively.
- Ability to work in autonomously teams, use initiative and maintain confidentiality.
- Ability to maintain and promote social, ethical and organizational norms in conducting internal and external business activities.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.
- Ability to work extended hours.

**MINIMUM EXPERIENCE AND TRAINING:**

- Training as evidenced by the possession of a Bachelor of Science Degree from a recognised University with a strong research background.
- Three (3) to five (5) years of relevant work experience in research, data collection, analysis and dissemination.
- Familiarity with a variety of internet search engines and the ability to manipulate each.
- Proficiency in Microsoft Office