



The National Family Planning Board, a Statutory Agency of the Ministry of Health and Wellness is seeking to identify a motivated, result-orientated, and qualified professional to fill the following vacancies:

RESEARCH OFFICER SOG/ST 6

The incumbent will report to the Director, Monitoring, Evaluation and Research. He/she will be responsible to collect, analyse and interpret data to inform the development and evaluation of Sexual Health Policies, as well as performing on-going evaluations and preparing draft statements on the impact of Sexual Health initiative.

Manage/Administrative Responsibilities

1. Manages research contracts conducted by external agencies on behalf of the organisation by supervising and monitoring the agencies in the conceptualization, development, implementation of the research, and preparation of final report(s).
2. Establishes and maintain a database on sexual health indicators locally, and determines their implementations for the national programme.
3. Monitors the activities of the documentation centre by ensuring that it is adequately stocked with current literature on Sexual Health and Demographics.

Technical/Professional Responsibilities

1. Assists the Director, Monitoring, Evaluation & Research in developing/updating the research agenda for sexual and reproductive health issues
2. Assists in undertaking research for the organisation.
3. Develops links with and ensures effective collaboration through working partnership with other agencies.
4. Liaises with research institutions to co-ordinate the implementation of projects to implement the research agenda, collates and analyses research findings
5. Manages Special Projects identified as priorities by the Research Agenda through:
 - a. Development of project proposals and lobbying for funding.
 - b. Technical supervision of Project Research personnel.
 - c. Management of Project Budgets.
 - d. Statistical Analysis of analysis of project data.
 - e. Preparation of final reports including project evaluation reports.
6. Identifies opportunities for having sexual health issues evaluated as a joint activity.
7. Accesses data generated on sexual health services provided to ensure quality and completeness of any information generated.
8. Assists in the research component of projects administered by the organisation, by organising dissemination workshops for external audiences at various levels.
9. Identifies and compiles appropriate data/information on sexual health issues.
10. Analyses qualitative as well as quantitative information and prepares user-friendly summaries for dissemination to external audiences using a range of channels.

11. Designs and implements research to evaluate educational material (produced by the organization) as they are being developed.
12. Prepares data for the compilation of fact sheet poster exhibits and papers on sexual health.
13. Sets annual targets based on national policy goals and review of service delivery behaviour. The information is to be disseminated through annual workshop(s).
14. Applies data to monitor and evaluate trends and impact on sexual health, by preparing a report annually, for budget and work plan development.
15. Provides statistical information on sexual health to update the website and follow-up to ensure that the site is updated with correct information.
16. Assists in the professional development of students in the area of research methodology etc. by making presentations on the subject area at training programmes.
17. Compiles periodic updates on project progress and performance
18. Prepares abstracts for conference presentation/publication
19. Represents the organization at meetings, seminars, workshops from time to time.

Other

- Performs any other duty that may be assigned by the Director, Monitoring, Evaluation & Research.

Required Competencies:

- Good negotiation and persuading skills
- Ability to identify and analyse work related problems and generate innovative or appropriate solutions.
- Ability to clarify the scope of research contracts and adhere to established timeframes for completion.
- Excellent interpersonal skills.
- Ability to work as a member of a team.
- Ability to use initiative by taking action when necessary, without prompting.
- Proficiency in the use of personal computer and relevant software applications for statistical analysis (SPSS 6 or higher) report writing and target setting.
- Sound knowledge of demography, population studies and sexual health.

Minimum Required Education and Experience

- First degree in Social Sciences or any related discipline from a recognised tertiary institution.
- Three (3) years' experience in research and statistical analysis with emphasis on social research. Experience should also be in the areas of qualitative and quantitative data gathering.

Specific Conditions associated with the job

- Normal office environment
- May be required to work beyond normal working hours

Applications should be emailed to nfpbapplications@jnfpb.org to the attention of the Director, Human Resource Management and Administration (Acting) no later than **August 12, 2022**.

We thank all candidates for responding, however, only short-listed applicants will be contacted.