

RESEARCH AND PLANNING UNIT

POLICY AND RESEARCH ANALYST:

The Policy and Research Analyst will provide technical and other support in the planning process of the Unit.

MAIN DUTIES AND RESPONSIBILITIES:

The incumbent will be required to:

- Assist in the design and review of policy instruments in the planning process.
- Liaise with Government agencies and stakeholder organisations, including National Sport and Youth Organisations in the formulation of policy.
- Assist in the conduct of stakeholder consultations.
- Conduct surveys and in-depth investigations to establish trends to facilitate policy formulation.
- Collect data related to sport and youth development from published and unpublished sources and from Sport and Youth stakeholders
- Evaluate and analyse data on sport and youth development policies and programmes.
- Prepare comprehensive analytical and evaluation reports on research findings.

QUALIFICATION AND EXPERIENCE:

The successful candidate must possess a Degree in one of the Social Sciences and experience (2-4 years) in the conduct of research including surveys, focus groups etc. and policy formulation. A working knowledge of Microsoft Office Suite including Excel, Project and Access would be an asset.