



The Caribbean Policy Research Institute (CAPRI) is an independent public policy think tank based at the University of the West Indies, Mona. Our mission is to conduct evidence-based policy research on topics that are germane to Caribbean development, and to communicate the findings of that research to policy makers, stakeholders, and the general public. Our work is motivated by the conviction that evidence-informed policies are essential to good decision-making, and that presently this does not obtain to the extent that it ought to, in Jamaica and the Caribbean.

We invite applications from suitably qualified persons to fill the position of:

RESEARCH OFFICER

Reporting to the Executive Director and the Director of Research, the Research Officer is responsible for conducting and reporting on quantitative and qualitative research and analysis in the areas of economics, social issues, governance, and sustainability.

Responsibilities include, but are not limited to:

- Drafting research outlines for policy papers for which they are responsible, for approval by the Executive Director and/or Director of Research. Research outlines are to include: background (including relevant literature review), methodology, milestones and work plan for the paper;
- Drafting research proposals, including budgets, timelines, and monitoring and evaluation plans;
- Conducting data collection, verification, entry, manipulation, and analysis;
- Preparing, presenting and disseminating findings, both orally and in writing, in a variety of output types (reports, briefs, executive summaries, presentations, media appearances, etc.);
- Provide inputs for CAPRI's reporting, communication, and advocacy outputs as required; and
- Any research-related task that may be required to assist the Executive Director, the Director of Research, and/or the Director of Advocacy.

Qualifications & Skills Required:

- Master's degree or higher in a social science
- Competence in quantitative skills – helpful but not essential
- Previous policy research experience – helpful but not essential
- Excellent oral and written (including electronic) communication skills, with demonstrated ability to produce clear, accessible, and analytically sound reports
- Ability to work flexible hours
- Ability to work independently
- Ability to multitask and work in a dynamic environment while meeting tight deadlines

The position is initially a one-year contract, with the potential for a longer-term engagement. The deadline for application is April 17, 2020.

CARIBBEAN POLICY RESEARCH INSTITUTE

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We thank all applicants for their interest; however, only short-listed applicants will be contacted.

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