



OFFICE OF THE NATIONAL RAPPORTEUR ON TRAFFICKING IN PERSONS (ONRTIP)

Applications are being invited from suitably qualified candidates to fill the following vacant positions within The Office of the National Rapporteur on Trafficking, (ONRTIP) on three (3) year contracts.

RESEARCH ANALYST (GMG/SEG 1)

Salary Range: \$1,502,063 - \$1,785,481

JOB SUMMARY

Reporting directly to the Anti-Human Trafficking Officer, the incumbent will be required to conduct research that provides the National Rapporteur on Trafficking in Persons and the Anti-Human Trafficking Officer with detailed information on human trafficking victims, prosecutions, investigations, victim support services and the various stakeholder initiatives.

KEY RESPONSIBILITIES AND DUTIES

- Conducts surveys and collates data from stakeholder interviews, Ministries, Departments and Agencies (MDAs) involved in the fight against human trafficking;
- Prepare the relevant statistical data to assist with the preparation of special/annual reports by the National Rapporteur and the Anti-Human Trafficking Officer;
- Maintains a database on status of human trafficking cases, actual and suspected victims of human trafficking, traffickers, hotspots, legal processes, and traffickers;
- Keeps abreast of stakeholder initiatives, national and international conventions and protocols relating to human trafficking;
- Manages the Case Management System.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

- General knowledge of local and international Anti-Trafficking Law Enforcement initiatives;
- Able to travel across the island to ascertain the nature and scope of human trafficking;
- Extensive knowledge of research methodologies including Descriptive and Multivariate statistical tools;
- Extensive experience using statistical and data analysis techniques and software;
- Excellent analytical, problem solving and strategic thinking skills.

PERFORMANCE STANDARDS

- Excellent oral and written communication skills;
- Confidentiality, impartiality and integrity in all operations and conduct;
- High standard and quality of research design and data analysis delivered;
- Consistency in meeting objectives and timely implementation of projects;
- Prepare accurate and timely reports.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Social Research and Statistics or equivalent qualification from an accredited tertiary institution.
- Three (3) years related experience in research design and analysis preferably in a research environment.

Interested persons are invited to submit a detailed resume and the names, & contact details of two (2) referees **no later than Friday, December 13, 2019 to:**

**The Manager Human Resource and Administration
c/o Office of the Children's Advocate
11th Floor, Air Jamaica Building
72 Harbour Street, Kingston**

Contact: (876) 948-1293/ (876) 948-6785

or Email: vacancies@oca.gov.jm

We thank all applicants for their interest, but please be advised that only shortlisted candidates will be contacted.