



## JOB DESCRIPTION

### RESEARCH ANALYST

<b>Job Title:</b>	<b>Research Analyst</b>	<b>Department:</b>	
<b>Reports To</b>		<b>Based At:</b>	SWMCOL's Head Office
<b>Job Purpose</b>			
<p>The Research Analyst will be required to develop and implement the research agenda for the Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL) by collecting, analysing, disseminating and reporting on information, for use in planning and policy formulation, in a timely manner.</p>			
<b>Key Accountabilities and Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Oversees the development of SWMCOL's Research Agenda in keeping with the current Government's mandate.</li> <li>• Executes SWMCOL's research agenda by providing necessary inputs to inform social and economic planning.</li> <li>• Develops and modifies instruments for data collection.</li> <li>• Networks with key research bodies in the national and global arenas.</li> <li>• Plans, organizes, and conducts surveys on subjects related to the field of research.</li> <li>• Performs in-depth investigations into particular Waste Management areas to establish trends as a means of problem solving.</li> <li>• Plans and organizes research initiatives based on the information required.</li> <li>• Compiles progress reports and reports on findings/solution/proposals.</li> <li>• Collects key waste statistics and statistical reports on Waste Management.</li> <li>• Participates in work related to the publication of waste statistics.</li> <li>• Represents SWMCOL at meetings, conferences, courses, committees, seminars and workshops.</li> <li>• Performs other related work as may be required.</li> </ul>			
<b>Qualification and/or Experience</b>			
<b>Critical:</b>		<b>Important:</b>	
<ul style="list-style-type: none"> <li>• BSc in Management Studies</li> <li>• Five (5) years' experiences in research and the application of research methodologies.</li> </ul>		<ul style="list-style-type: none"> <li>• Working knowledge of research methodologies, principles, and techniques.</li> <li>• Excellent data collection and analytical skills.</li> </ul>	



<ul style="list-style-type: none"><li>• Working knowledge of Public Sector Management</li><li>• Any equivalent combination of qualifications, skills and experience will be considered</li></ul>	<ul style="list-style-type: none"><li>• Excellent verbal and written communication skills.</li><li>• Team player with excellent interpersonal skills.</li><li>• Ability to multitask and effectively work in a stressful deadline-oriented</li></ul>
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