



Government of the Republic of Trinidad and Tobago
**Ministry of Community Development,
Culture and the Arts**

JOB SPECIFICATION

JOB TITLE:	Assistant Researcher
MINISTRY / DEPARTMENT:	Community Development, Culture and the Arts
DIVISION:	Culture Division

KEY FUNCTIONS:

Participate in the design, execution, analysis and evaluation of the work in the Research Unit; assist in the digitizing and cataloguing of research material related to the culture sector.

DUTIES AND RESPONSIBILITIES:

- ✓ Assists with research projects
- ✓ Perform independent research

- ✓ Plans, designs and implements research project
- ✓ Prepares and maintains Culture media
- ✓ Perform various editorial duties; writes, reviews and edit cultural materials, order books and other publications
- ✓ Compiles processes and analyzes data, records research procedures and results
- ✓ Files and maintain records, codes data for electronic data processing
- ✓ Inputs and retrieves data using computers
- ✓ Enter data, transcribing tapes and handwritten notes; learn and use technology to do these tasks more efficiently
- ✓ Handle and protect confidential data with integrity
- ✓ Perform other duties assigned by Permanent Secretary of Director of Culture

KNOWLEDGE, SKILLS AND ABILITIES:

- ✓ Basic knowledge of research methodology
- ✓ Verbal and written communication skills
- ✓ Ability to maintain records
- ✓ Interpersonal/human relation skills
- ✓ Ability to follow oral and written instruction
- ✓ Computer literate

EXPERIENCE AND TRAINING:

Training as evidence by a certificate/diploma in multi-media technology e.g. computers, photography, audio-visual technology etc., and or certificate/diploma in the social sciences; experience in conducting research related work.

Experience in transcribing and digitizing recorded data from pneumatic tapes, cassettes, Hi Eight and other media is a MUST.