JOE SPECIFICATION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Assistant Researcher</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINISTRY / DEPARTMENT:</td>
<td>Community Development, Culture and the Arts</td>
</tr>
<tr>
<td>DIVISION:</td>
<td>Culture Division</td>
</tr>
</tbody>
</table>

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.