



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: RESEARCH PROGRAM OFFICER
DEPARTMENT: GENDER AFFAIRS
MINISTRY: HOME AFFAIRS AND TRANSPORTATION
LOCATION: PROVIDENCIALES

JOB SUMMARY:

The Research Program Officer is a specialized professional position that has island-wide responsibility. The post holder is responsible for the coordination of gender-oriented research, programmes and activities that seek to empower the lives of women and men, boys and girls in the Turks and Caicos Islands in accordance with national, regional and international guidelines.

KEY DUTIES AND RESPONSIBILITIES:

The Research Program Officer will undertake the following key tasks:

Coordination of Research Initiatives

- Conduct in-depth research and analysis of gender issues in the Turks and Caicos Islands, to identify trends and patterns towards enhancing the understanding of gender issues nationally.
- Produce high-quality research deliverables including technical reports, policy briefs, discussion papers and presentations on gender issues
- Provide comprehensive and user-friendly insights into research findings through data visualization methods including graphs, charts, tables, and reports to facilitate wide-spread stakeholder engagement with data
- Provide evidence-based insights and findings to enable data-driven advocacy, planning, decision-making, and reporting.
- Coordinate and support capacity-building initiatives with various stakeholders on the collection, analysis and use of gender data
- Develop and recommend evidence-based intervention and response strategies to the Deputy Director of Gender Affairs and other stakeholders as required.
- Develop relevant data collection and monitoring and evaluation tools, which uphold ethical research standards and data protection protocols, to support the collection of data on gender issues

Advocacy and Communication

- Support the development of communication materials, public information content and media packages to promote the Department programmes, campaigns and initiatives.





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- Develop, review, and maintain accurate and up-to-date information resources for clients, partners, and internal stakeholders to ensure DGA communication materials are current, consistent and relevant.
- Actively participate in relevant meetings, conferences, media engagements and other fora to represent the Department, facilitate knowledge sharing, increase public awareness of the work of the Department and support the advancement of key gender issues.
- Support the development of policies, guidelines and procedures related to gender, equality, family services and intervention programmes
- Establish and strengthen collaborative relationships with non-governmental organisations, academic institutions, regional bodies, and international partners to facilitate capacity-building support and technical assistance

Programmatic Management and Operational Support

- Review, strengthen, and implement existing Department programmes and support the design and rollout of new gender-responsive programmes and initiatives that are timely, relevant, sustainable and cost effective and which align with the Department's mandate and national priorities.
- Support the development and implementation of programs targeting adolescents and youth, including school-based and community-based interventions across the Turks and Caicos Islands.
- Develop and maintain strategic partnerships and relationships with key stakeholders including government entities, community groups, and development partners to support and enhance programme delivery.
- Develop an annual plan to support outreach and engagement with the Family Islands including a range of activities and points of contact for clients to access the Department's range of services.
- Coordinate meetings and other required engagements with relevant stakeholder to support the development, execution, monitoring and evaluation of programmes and activities.
- Support programme documentation efforts including through developing, standardising and utilising activity plans, reporting templates, attendance records and monitoring and evaluation tools
- Develop and implement tools to support networking on gender-related matters among Non-Governmental Organisations, Government Ministries and Departments and other key stakeholders
- Prepare and submit timely high-quality reports on programme activities, outcomes, and emerging gender issues to the Deputy Director of Gender Affairs.

Other Duties

- Support with the preparation of the annual Department of Gender Affairs budget when required





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- Adhere to all Public Service Codes, Rules and Regulations including the TCIG Public Service Handbook, Public Service Ordinance, Code of Conduct, and all policies and procedures of the Department of Gender Affairs.
- Perform other related tasks and duties as assigned or required by Senior Management within the Department of Gender Affairs.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

A Bachelor's Degree in Gender Studies, Social Work, Law, Management or a related social sciences, business or relevant field from a recognized institution.

Experience:

The Research Program Officer position requires a minimum of three (3) years' experience in gender, development or outreach programmes.

- Demonstrated experience working with government, non-governmental organizations, community or youth groups on development, outreach or gender empowerment programs.
- Knowledge of the culture of the TCI and the realities of women and girls, men and boys
- Demonstrated experience engaging with a range of national stakeholders
- Experience making presentations to groups of people
- Proficiency engaging with traditional and non-traditional media including social media
- Proficiency using Microsoft Word and Excel and other common computer programs
- Knowledge of Government Policies, Procedures and Programs is an asset

SALARY: Grade 6.1 – \$45,992.00 per annum

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.





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TURKS AND CAICOS ISLANDERS NEED ONLY APPLY

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

