

## **JOB DESCRIPTION**

### **RESEARCH TECHNICIAN** **HIV/AIDS CO-ORDINATING UNIT** **MINISTRY OF HEALTH**

**Position** : **Research Technician**

**Reports to** : Monitoring and Evaluation Officer

**Job Summary:** The incumbent reports to the Co-ordinator, Monitoring Evaluation and Research and assists in planning, organizing and executing programmes of research.

#### **Duties and Responsibilities**

- Identifies and acquires information required for the management of the HIV/AIDS Co-ordinating Unit.
- Responds to external and internal research enquiries impacting on resolutions emanating from health conferences and symposia.
- Undertakes proactive research to provide information necessary for effective participation at health conferences/seminars by senior officials of the Ministry of Health, HIV/AIDS Co-ordinating Unit.
- Assisting in planning, organizing and conducting surveys on subjects related to the field of research.
- Performs in-depth investigations into particular areas to establish trends, changes in trends as a means of problem solving.
- Analyses and evaluates data and presents findings in useful forms.
- Assists with estimates of future needs for services and presents facts significant to the formation of future plans.
- Assists in the preparation of comprehensive analysis and evaluation of findings.

#### **Minimum Qualifications, Education and Experience**

- B.Sc. Degree in Sociology, Economics or Statistics, or other related Social Science.
- At least one year working experience in research, and strong analytical and/or report writing skills.

- Experience in the use of statistical software.
- Proficiency in the use of appropriate computer applications such as the Microsoft Office Suite.
- Any equivalent combination of experience and training.