

## EXECUTIVE VACANCY

# Senior Research Analyst



**Caribbean  
Telecommunications  
Union**

**Our Client, The Caribbean Telecommunications Union (CTU) is seeking to fill the position of Senior Research Analyst to join the dedicated team at the CTU.** The Caribbean Telecommunications Union (CTU), an inter-governmental organisation dedicated to supporting the development of the Caribbean information and communications technologies (ICT) sector. As a CARICOM Institution, the CTU is unique in that its membership not only comprises regional governments but private sector and civil society organisations of the Caribbean. It also includes non-CARICOM States among its members.

**The Senior Research Analyst** reports to the Director Research and Analysis and will assist the Director in the research and analysis function to provide data on the telecommunications and ICT Sectors, ensuring that the data and information are robust and reliable.

### QUALIFICATIONS AND COMPETENCIES

- Post-Graduate qualifications in Statistics, Business Analytics, Data Science, or a related discipline **and** not less than five (5) years' experience conducting research (quantitative and qualitative) and analysis;
- OR**
- A degree in a Social Science discipline **and** not less than seven (7) years' experience conducting research (quantitative and qualitative) and analysis
  - Proficient in Microsoft Office packages including: Excel, PowerPoint, Word & Outlook
  - Proficient in the use of research analysis software packages such as SPSS.
  - Excellent analytical and communication skills including business/analytic writing and presentation skills.

### KEY LIAISONS

**Internal:** Research & Analysis Unit Team, Management Team and General Staff.

**External:** Ministry of Public Administration, CARICOM Secretariat, Regional Member States Communication Counterparts, Development and Funding Agencies, Regional Research Units.

## MAIN DUTIES AND RESPONSIBILITIES

### STRATEGIC ADMINISTRATION

- Provides strategic leadership to the Research & Analysis function adhering to all CTU and industry standards, policies and regulations including health and safety policies.
- Investigates and advises on general digital trends including appropriate digital regulations and policies.
- Influences and integrates a culture of service excellence and high performance to all stakeholders.

### DATA MANAGEMENT AND REPORTING

- Design appropriate research processes and measurements tools to prepare comprehensive reports and summaries.
- Collects and analyses multiple datasets, to enable development of robust and reliable information for policy development and to guide the activities of the CTU
- Uses knowledge of research and evaluation methodologies to design and develop new and existing research and analysis tools
- Keeps up-to-date with research literature and new developments in research methodology.

### RISK MANAGEMENT

- Supports the Director of Research and Analysis to identify opportunities and mitigate risks
- Ensures all data is handled in line with data protection, storage, collection policies, and protocols of the CTU.
- Takes action to ensure all initiatives are embedded in all CTU's systems and processes.

### PERFORMANCE DEVELOPMENT AND MANAGEMENT

- Performance management of direct reports
- Conducts needs analysis and, designs and implements training plans, coaching and guidance for direct reports.

### ADMINISTRATIVE SUPPORT

- Deputizes for the Director R&A, as required, including attendance at internal and external meetings
- Develops strong and effective working relationships with internal and external partners

Please visit the websites for further details and guidance for application:

[www.peoplesolutionsplus.com](http://www.peoplesolutionsplus.com) OR <https://ctu.int>



Applications should be submitted by: **Tuesday 31<sup>st</sup> May, 2022**

With résumé and the subject line of: **CTU – SRA**

to: **Ulric Warner** at Email: [jobs@peoplesolutionsplus.com](mailto:jobs@peoplesolutionsplus.com)

We thank all applicants for their interest but advise that only suitably qualified applicants will be contacted.