

JOB TITLE: INVESTIGATING LIAISON OFFICER

JOB ID: T3761

Old JOB Number: 0

REPORTS TO: SENIOR INVESTIGATING LIAISON/RESEARCHER

Date revised: 2016-10-31

MINISTRY/DEPARTMENT: MINISTRY OF SOCIAL PROTECTION

PURPOSE: To conduct research and/or investigations on sexual violence and domestic issues, occurrences, trends and solutions.

KEY OUTPUTS:

- Sound analysis of statistical data.
- Timely research.
- Effective recommendations.
- Compiled Annual Report.

RANGE OF ACTIVITIES:

- To conduct analysis of the statistics gathered in relation to sexual offences and cases of domestic violence, and present said analysis to the National Task Force on Sexual Violence.
- To conduct research at the local, regional and international levels on sexual/domestic violence related issues and situations.
- To conduct other related research and/or investigation specifically requested or mandated by the National Task Force on Sexual Violence, thru' the manager.
- To draft recommendations for consideration and decision by the National Task Force on Domestic Violence, based on research.
- To assist with programme arrangements and serve as facilitator where possible, for in-house and inter-ministry training sessions on sexual and domestic violence.
- To provide information for the Annual Reports of the Sexual & Domestic Violence Unit and the National Task Force on Sexual Violence.
- To perform any other related duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Bachelor's Degree in Statistics, Operations Research, Organisational Behavior, Public Policy, Public Sector Management, Public Administration or Law or other relevant Social Sciences field from a recognised University PLUS two (2) years working experience in domestic/sexual violence. Experience in conducting research and analysis, as well as exposure to aspects of law enforcement would be an asset.

OR

- Diploma in Statistics, Operations Research, Organisational Behavior, Public Policy, Public Sector Management, Public Administration or Law or other relevant Social Sciences field from a recognised University PLUS four (4) years working experience in domestic/sexual violence. Experience in conducting research and analysis, as well as exposure to aspects of law enforcement would be an asset.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- Decisions are made in accordance with given policies, procedures and guidelines. Much guidance is not necessary from supervisors when making decisions but on more complex matters recourse to the supervisor is necessary.

RESOURCE MANAGEMENT:

- Decisions are made in accordance with given policies, procedures and guidelines. Much guidance is not necessary from supervisors when making decisions but on more complex matters recourse to the supervisor is necessary.

COMMUNICATIONS: The job holder communicates on a regular basis with supervisors and other officers of the unit. He/she also communicates with members of the public, private and governmental institutions, including the Magistracy, the Judiciary and the Guyana Police Force. Good interpersonal and communication skills are a necessity.

WORKING CONDITIONS: The job involves both office and field work, with approximately 65% of the time spent in the field doing research and/or investigations on domestic/sexual violence matters. There are no risks of injury hazards associated with the job, except in extreme cases of hostile persons and hostile environments.

PREPARED BY: KEIMO BENJAMIN

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