

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Gender Equality, Child Development and Family Welfare
- Post:** Research Officer
- Salary:** Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775  
(23 49 75)
- Effective Date:** 8 September 2015
- Qualifications:** By selection from among serving officers on the establishment of the Ministry who hold a substantive appointment and who –
- (i) possess a degree in Sociology or Economics or Social Work or Statistics from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
  - (ii) reckon at least four years' experience in research, survey, statistical analysis, interpretation and analysis of findings and report writing; and
  - (iii) have good communication and interpersonal skills.

**NOTE**

In the absence of qualified serving officers of the Ministry, by selection from among candidates who –

- (i) possess a degree in Sociology or Economics or Social Work or Statistics from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) reckon at least four years' experience in research, survey, statistical analysis, interpretation and analysis of findings and report writing;
- (iii) have good communication and interpersonal skills; and
- (iv) are computer literate.

Candidates should produce written evidence of experience/knowledge claimed.



**CERTIFIED CORRECT**

  
.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

8 September 2015

Date.....

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**Duties:**

1. To assist the Head, Planning and Research Unit in the performance of his duties.
2. To conduct statistical research projects and programmes.
3. To conceive and develop projects on women, family and children.
4. To carry out research work and studies for the promotion of child development, protection against domestic violence and promotion of family welfare.
5. To follow up on studies, surveys, plan of action and policy papers initiated by the Ministry.
6. To design and carry out quantitative and qualitative surveys and to assess the impact of various programmes with a view to improving services to the community at large.
7. To verify and interpret data from research work on issues related to women, children and family.
8. To assist in the collection and compilation of data and information including search on the internet and data analysis on women, children and family.
9. To assist in the preparation of reports of survey findings for use in planning and assessment.
10. To assist in conducting evaluation and monitoring of projects.
11. To liaise with Government Organisations, Non-Governmental Organisations, and international agencies for elaboration of schemes, programmes and projects relating to women, children and family.
12. To assist in organising conferences, seminars, meetings, training programmes on such related activities geared towards the enhancement of women culture, child development and family.
13. To use ICT in the performance of his duties.
14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Research Officer in the roles ascribed to him.



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