

VACANCY ANNOUNCEMENT

A Public Regulatory body seeks a suitably qualified person to fill the position of

RESEARCH OFFICER

Responsibilities will include:

- Provide support in performing a variety of analytical duties in support of customer survey water and energy research operations; defines survey objectives; designs survey, tools; establishes evaluation parameters; coordinates data collection process, analyzes results.
- Coordinates a variety of strategic research projects; help to develop implementation plans, goals and objectives; integrates results into overall recommendations.
- Coordinates the work of outside regulatory research consultants; provides feedback and advice to consultants on an ongoing basis.
- Reviews and analyzes findings of focus group sessions; integrates findings into results of other research; reports key points and findings.
- Designs and analyzes survey measures utilized in a variety of projects; evaluates survey effectiveness; makes adjustments as required.
- Responds to management requests for strategic information on regulation.
- Responds to and resolves citizen, government, and private organizations inquiries and complaints.
- Monitors budget and expenses of ongoing projects; provides budget upgrades as required.
- Work with team members to ensure that the project remains on schedule.
- Help determine the goals of the research project as well as research methods and other test parameters.
- Review and analyze data during the course of the project.
- Strategic advice in energy and energy, investments and operations decision-making and risk management;
- Participates in special committees and taskforces as assigned

EDUCATION/ EXPERIENCE

A Bachelor's degree in marketing research, statistics or a closely related field

EXPERIENCE

- One (1) year relevant working experience.

KNOWLEDGE AND SKILLS

- Knowledge of economic principles and theories.
- Basic knowledge in public utility regulation and rate determination.
- Knowledge of public utility industry structure and operations.
- Knowledge of statistical and financial analytical tools.
- Basic research methodology skills.
- Knowledge of costing principles, concepts and cost allocation methods.
- Ability to develop and maintain relationships with internal and external stakeholders.
- Good communication (oral/written) skills.
- Good interpersonal skills.
- Ability to meet deadlines.

- Knowledge in the use of Microsoft Word, PowerPoint, Excel and internet, statistical software such as SPSS or SAS and other software/tools.
- Analytical skills.
- Coordinating market research activities with consultants.
- Analyzing, summarizing and presenting market research data.
- Performing financial and economic analyses for ridership activities.
- Working independently in the absence of supervision.
- Understanding and following oral and written instructions.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Methods and techniques of statistical, financial, and qualitative analysis.
- Methods and techniques of cost/benefits analysis.

MODE OF APPLICATION

Interested persons should submit their application together with CVs, photocopies of certificates and two referees to:

**The Executive Secretary
P. O. Box CT 3095
Cantonments – Accra**

Or personally delivered at the Commission's office at

**No 53 Liberation Road
Adjacent to Accra Regional Hospital
Ridge - Accra**

Not later than 2 weeks from the date of the publication of this advertisement.

NB: Please note that only shortlisted applicant will be contacted.