



# **JOB OPPORTUNITY**

The Caribbean Community (CARICOM) Implementation Agency for Crime and Security (IMPACS) established by the Heads of Government, is seeking a suitably qualified individual to fill the following position at its Headquarters in Trinidad and Tobago:

## **RESEARCH AND PROJECT OFFICER**

### **OPEN TO ALL CARICOM NATIONALS**

#### **PROJECT SUMMARY**

The CARICOM Integrated Digital Firearms Licensing and Registration Management System is a 30-month regional initiative funded by the Government of the Federal Republic of Germany and managed by the **Caribbean Community (CARICOM) Implementation Agency for Crime and Security (IMPACS)**.

The project will support participating CARICOM Member States in implementing and operationalising secure digital firearms licensing and registration systems, driving digital transformation from largely paper-based processes to more efficient, secure and integrated digital solutions. It will strengthen application processes, records management, audit trails, data quality and regional information-sharing. The project will also promote innovation through the development and implementation of innovative products, practical tools and scalable solutions, supported by research, policy analysis, stakeholder engagement, project coordination and evidence-based recommendations to enhance security across the CARICOM region.

#### **JOB SUMMARY**

The Research and Project Officer will be responsible for supporting CARICOM IMPACS' research and policy portfolio through strategic research, data analysis, trend assessment, policy analysis, project implementation, monitoring, reporting and stakeholder engagement.

The post will contribute to the development of evidence-based research products, policies, analytical outputs and practical recommendations that inform decision making, support project implementation and strengthen responses to crime and security priorities across CARICOM Member States.

The Research and Project Officer reports to the Research and Policy Manager.

## **DUTIES AND RESPONSIBILITIES**

### **Research, Policy Analysis and Strategic Foresight**

- Design and conduct qualitative and quantitative evidence-based research on regional and international crime, security and public policy issues affecting CARICOM Member States.
- Support the implementation of CARICOM IMPACS' research and policy portfolio.
- Identify, analyse and track emerging and future security trends, policy shifts and technical developments relevant to crime and security in the CARICOM region, using horizon scanning, scenario analysis literature reviews, comparative policy research, and other appropriate methodologies.
- Translate research findings into policy advice, strategic briefs and evidence-based options for decision-making.
- Contribute to the development of actionable recommendations for policymakers, law enforcement partners, programme teams and other stakeholders to support operational planning, programming and policy development.

### **Data, Research Tools and Knowledge Management**

- Collect, clean, manage and analyse quantitative and qualitative datasets using Agency-approved statistical software, analytical and data visualization tools and other research tools.
- Monitor developments in research methods, data analytics, digital transformation and knowledge management, and provide technical advice on their application to the Agency's research portfolio.
- Develop, populate and maintain research databases, knowledge repositories and information systems, ensuring data quality, confidentiality, security and proper record-keeping.

### **Reporting, Publications and Presentations**

- Prepare and/or support the preparation of statistical and analytical reports, infographics, dashboards, policy briefs, guidelines, position papers, situational analyses, strategic papers, presentations and publications based on research findings.
- Present research findings and policy analysis to internal and external stakeholders, including Member States, partner organizations and regional and international forums, as required.
- Collect, analyse, interpret and present data and information in a manner that clearly defines

national and regional security problems, policy implications and practical response options.

### **Project Implementation and Coordination**

- Prepare and support the design, development and delivery of research concepts, project proposals, terms of reference, project work plans, implementation schedules, progress reports, briefing notes, meeting reports and related project documentation.
- Monitor project milestones, deliverables, risks and implementation challenges, and support the preparation of recommendations to improve project delivery.
- Support project activities in accordance with CARICOM IMPACS' administrative, financial, reporting and governance requirements and applicable donor requirements.
- Support monitoring, evaluation learning and reporting for research programmes, projects and initiatives
- Organise meetings, consultations, workshops, training sessions and technical engagements related to project implementation.
- Contribute to the preparation of departmental and Agency work plans, budgets and periodic reports.

### **Stakeholder Engagement and General Duties**

- Liaise with Member States, academia, research institutions, the private sector, civil society and partner organisations, as required, to develop and support research products, project implementation, consultations and technical exchanges in accordance with Agency rules and procedures.
- Undertake any other duties that may arise or be delegated from time to time, commensurate with the grade of the post.

### **QUALIFICATIONS, SKILLS, AND EXPERIENCE**

- Master's Degree in Security Studies, Public Policy, Project Management, Programme Management, Applied Social Research, Criminology, International Relations, Data Analytics, or a closely related field from a recognised University or Institution.
- Project management certification or an equivalent combination of project management training and/or experience.
- At least five (5) years of relevant professional experience in research, project management or project coordination, policy analysis, preferably in the fields of security sector reform, arms

control or any other related area.

- Experience coordinating and organising workshops, training sessions, and stakeholder meetings.
- Demonstrated knowledge of arms control issues, including relevant international standards and best practices, would be an asset.
- Excellent communication and interpersonal skills, with the ability to work effectively in a multicultural environment.
- Excellent analytical and problem-solving skills.
- Ability to travel within the region as required.
- Ability to manage multiple tasks and a high volume of work in a fast-paced environment.
- Ability to prioritize and execute tasks effectively in a dynamic and high-pressure environment.
- Ability to gather, analyse and evaluate information and prepare and present concise oral and written reports.
- Ability to work well independently and collaboratively.
- Ability to maintain a high level of confidentiality.

### **LOCATION**

This position will be based at CARICOM IMPACS Headquarters based in Trinidad and Tobago.

### **SUBMISSION OF APPLICATIONS**

All applications must be received by CARICOM IMPACS no later than **13 AUGUST 2026** and **must include:**

- Nationality
- Work experience
- Educational qualifications
- Summary of professional skills,
- **Contact information for three professional references who are familiar with the applicant's work or education**
- Any other relevant information

Please submit all applications to: [CARICOM IMPACS - Internal Vacancies](#)

**IMPORTANT NOTICES**

***Online applications are strongly encouraged.***

***To facilitate the efficient processing of applications, applicants are kindly requested to submit their application only once through one designated submission channel. Please refrain from sending duplicate applications via multiple platforms or communication methods.***

***CARICOM IMPACS thanks all applicants interested in working at the Agency. However, ONLY shortlisted candidates will be contacted.***