



## **CAREER OPPORTUNITY**

SporTT is seeking to recruit a suitably qualified individual for the following position:

### **OFFICER, RESEARCH**

#### **JOB SUMMARY:**

The incumbent is required to investigate, collect, collate, analyze and evaluate data and relevant trends as required for the proper functioning of the Partnerships & Alliances (P&A) Department. A considerable degree of initiative and independent judgment is required as the incumbent would be required to work both as a team member and individually. The individual would be required to conduct specific, moderately complex analysis of a wide range of activities & participate in coordinating assigned activities with other affiliated bodies/NGBs/internal & external stakeholders.

#### **ROLES AND RESPONSIBILITIES:**

- Contributes to the planning and execution of weekly departmental payment cycles
- Plans, organizes and administers surveys into matters pertinent to functions of the P&A Department
- Conducts special studies and drafts reports on various sports-related aspects of the P&A Department
- Develops and maintains strategic networks with officers from Ministries, tertiary institutions & other collaborative agencies to achieve the objectives of the P&A Department
- Assists in the development and implementation of research into the areas of marketing, public relations and business management
- Compiles, collates, analyses and interprets data collected and prepares reports designed to aid in the solutions of problems
- Collects data on trends from local and foreign agencies
- Assists in the development and maintenance of a research agenda for the P&A Department
- Assists in the development and maintenance of various departmental databases
- Evaluates data quality and interprets statistics for the preparation of reports, especially as it pertains to compliance to international standards & policies, as well providing a basis for monitoring & evaluation of programs
- Liaises with research practitioners nationally, regionally and internationally to stay abreast with the latest and best research practices
- Conducts field work to collect relevant data as necessary
- Serves on committees and advises on interpretation on methodologies used for collecting, analysing and interpreting data used on reports and presentations
- Contribute to the preparation of monthly and annual reports on the performance of the P&A Department and conduct presentations

#### **QUALIFICATIONS:**

- An undergraduate degree in Data Analytics, Public Administration or Business Management from a recognised institution  
OR
- Any equivalent combination of training and experience



**EXPERIENCE:**

- At least five (5) years' experience in research methodologies
- Or
- Through demonstrated proficiency in research and statistical analysis, particularly in sporting industry

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the use of statistical method
- Knowledge of current performance analytics software & equipment
- Knowledge of principles & procedures in various research & analysis methodologies
- In-depth knowledge of Microsoft Office Suite applications

All Candidates must possess good interpersonal skills with a strong work ethic and commitment to excellence. Candidates must be able to deliver superior quality in a fast-paced environment.

Applications with full resumes should be sent to:

**The Human Resource Department**  
The Sports Company of Trinidad and Tobago Limited  
National Cycling Velodrome, Off Couva Main Road, Balmain, Couva

Or

[recruitment@sportt-tt.com](mailto:recruitment@sportt-tt.com)

Deadline for submission of applications:

**No later than Friday 13<sup>th</sup> March 2026 at 4:00pm**

**Dated: 2026 March 01**