



## Policy Fellows

### University of The Bahamas, Commonwealth of The Bahamas

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<b>Date Posted</b>	September 2018
<b>Employment Type</b>	Part-time

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#### **POLICY FELLOWS**

University of The Bahamas is seeking part-time Policy Fellows for its Government and Public Policy Institute. Such persons are sought from within the university across various disciplines as well as persons from throughout the country. Internal candidates are encouraged to envision ways to connect their respective research and scholarship to the work of the Institute. In this regard, course releases and research grants will be considered. Persons working in external capacities across the public and private sectors are especially encouraged to consider connecting with the university in this regard.

Working in collaboration with the Executive Director and Senior Policy Fellow, the successful candidates will be broadly engaged in the analysis, research and raising of public awareness of issues important to the nation. The Policy Fellows must have experience in qualitative and quantitative research and be able to analyse historical trends in government performance and policies and identify possible factors that contribute to such trends.

#### **DUTIES AND RESPONSIBILITIES**

- Explore, collect and analyze information relevant to public issues and produce reports on findings as well as propose solutions for addressing the problems researched;
- Evaluate the effects of existing policies and government programmes;
- Conduct cost-benefit analyses of existing policies to assess whether a programme's outcomes provide a net benefit to the country;
- Monitor events, policy decisions and trends and other issues with implications for the economic, political and policy landscape;
- Forecast political, economic and social trends;
- Write reports, publish findings and give presentations; and
- Support the work of the institute in general.

## REQUIRED SKILLS AND ABILITIES

- A background in research and analytical work;
- Strong analytical skills;
- Strong critical thinking skills;
- Strong oral and written communication skills;
- Strong presentation skills;
- Excellent computer skills, including the use of Excel, Word, PowerPoint, etc.

## QUALIFICATIONS

A university degree, preferably at a graduate-level, in an area such as political science, economics, public policy or international relations.

**Setting.** University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10<sup>th</sup> November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Institute in San Salvador. Additional sites are planned for throughout the archipelago.

**Application.** Application materials should include:

1. Cover letter describing experience and fit for the post;
2. Copies of academic certificates;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. Current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
6. Names and contact information of three persons who can provide letters of reference;
7. Completed UB Application for Employment Form found at this link:

<http://www.ub.edu.bs/wp-content/uploads/2017/01/Applicationfor-Employment-Staff.pdf>