

JOB DESCRIPTION – RESEARCH ANALYST

The Caribbean Alternative Investment Association (CARAIA) leads the transformation of the private capital market through innovation and continuous improvements across membership organizations and the industry. Having the right information and analysis is important to us. This is why we are seeking to engage an analytical and detail-oriented professional to spearhead critical research work that will catalyze a vibrant alternative investment landscape across the regional.

Job Purpose

Under the leadership and direction of the General Manager, the Research Analyst will take a lead role in the development, coordination, and management of the research agenda of CARAIA. He/she will be responsible for researching, analyzing and interpreting data and information and will review and evaluate internal and external publications to ensure efficiency, consistency and relevance to the mandate of the Association. Working with the Sub-Committees of the Association, the Research Analyst will liaise with several industry stakeholders at varying levels, to ensure timely and accurate dissemination of information to and from CARAIA.

Technical/Professional Responsibilities

Research Analysis:

- Keep up-to-date knowledge of the industry and related markets being researched.
- Monitor the Association's Data Collection and Reporting System to ensure timely updates from members of the Association.
- Use statistical, economic, and data modeling techniques and tools to carry out robust analyses and forecasting.
- Create charts/graphs and prepare reports for various audiences.
- Research market trends, conduct surveys and analyze cross-country and cross-regional data
- Solve data problems when they arise and organize and store new data for future research
- Support all Monitoring & Evaluation initiatives, including tracking the progress of projects/activities and other Key Performance Indicators.

Administrative Responsibilities:

- Develop the Research Plan for the Association.
- Contribute to the development of the Association's Strategic and One-Year Plan and Budget
- Support the production of the quarterly and annual reports.
- Create clear and useful reports and recommendations for organizational use.
- Provide recommendations to improve future business operations.
- Assist with planning and coordination of seminars, networking events, fora etc.
- Prepare and make presentations to the Board, Sub-Committees and other stakeholders, as required.
- Support the preparation of proposals, strategic plans and other outputs of the Association.
- Assist in developing and reviewing donor reports to ensure quality, accuracy, and that they capture the outputs and outcomes as expected.
- Maintain customer service principles and standards in communication with business leaders, financial officers and industry representatives.
- Identify and incorporate the interests and needs of members in business process design.
- Perform all other duties and functions as may be required from time to time.

Minimum Required Education and Experience:

- A bachelor's degree in economics, finance, statistics, or related field with two (2) years of experience in applied research

OR

- A master's degree in economics, finance, statistics, or related field with one (1) year of experience in applied research

PLUS

- Strong mathematical, analytical, and data modeling skills.

- Excellent problem-solving, communication, and team-working skills.
- Familiarity with data modeling software and Excel software.
- Attention to detail and organizational skills.
- Flexible and able to work independently or in a team.
- Ability to work with data and information of varying types, especially in the financial sector.

Please email application to [caraia@dbankjm.com](mailto:caraiia@dbankjm.com) no later than Wednesday, March 1, 2023.

We thank you for your interest, however only shortlisted candidates will be notified.