



VACANCY

RESEARCH ASSISTANT (TEMPORARY POSITION)

THE BARBADOS VOCATIONAL TRAINING BOARD

The Barbados Vocational Training Board, a Statutory Corporation which was established under the Occupational Training Act, Cap 42, is seeking to recruit a suitably qualified candidate to fill the temporary position of Research Assistant.



POSITION SUMMARY

The Research Assistant will be responsible for aiding and providing assistance in several stages of the research process.



THE SUCCESSFUL CANDIDATE MUST BE ABLE TO:

- 1 Handle and protect confidential and sensitive data with integrity.
- 2 Obtain informed consent of research subjects and/or their guardians.
- 3 Provide assistance in the design of survey instruments such as questionnaires.
- 4 Perform data entry and other clerical work as required for project completion.
- 5 Proofread and edit data wherever necessary.
- 6 Provide assistance with the preparation of project-related reports, manuscripts, and presentations.
- 7 Administer standardised tests to research subjects, and/or interview them in order to collect research data.
- 8 Conduct internet-based and library research.
- 9 Assist in the compilation of statistics.



QUALIFICATIONS AND EXPERIENCE

- a) An Associate Degree in Public Administration or Business Studies and Mathematics at CXC General Proficiency Level; or
- b) At least five subjects at the CXC General Proficiency Level including English Language and Mathematics and two Advanced level Certificates.



SALARY

Salary is in the scale **Z23 - Z17**
(\$40,820.12 - 47,491.49) per annum.



HOW TO APPLY

The application, together with curriculum vitae and the names and addresses of two references, should be submitted no later than **4:30 p.m. on Wednesday, September 16, 2026**, to:

"Private and Confidential"
Research Assistant - Vacancy
The Director of Training
Barbados Vocational Training Board
"Lawrence Green House"
Culloden Road
ST. MICHAEL

NB: Only shortlisted candidates will be contacted.



PEOPLE

Developing talent
for a better Barbados.



PROGRESS

Technical skills.
Real opportunities.



PROSPERITY

Stronger communities.
Brighter future.