



## NOTES

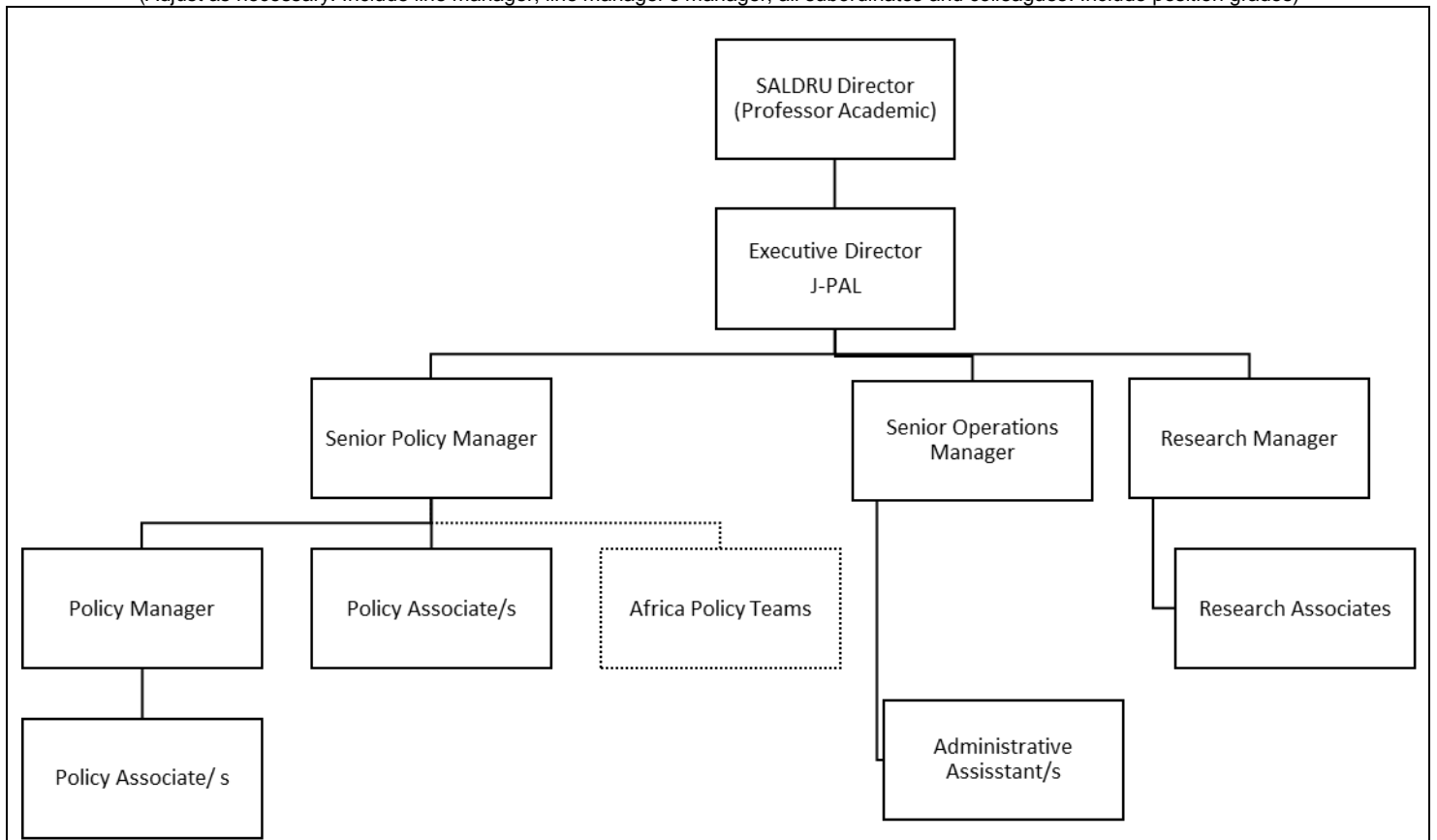
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Policy Manager		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC11	Date last graded (if known)	
Academic faculty / PASS department	Economics		
Academic department / PASS unit	SALDRU		
Division / section	J-PAL Africa		
Date of compilation	3 May 2017, updated 18 April 2018		

## ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



## PURPOSE

The Policy Manager will lead a portfolio of policy projects in South Africa and on the continent including forging partnerships with policymakers to incorporate evidence informed policymaking into their policy development processes and managing J-PAL Africa's Education and Training Pillar. They will work with the policy team to achieve our goal of promoting the scale up of policies and social programmes in Africa that have been found to be effective.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Contribute to strategic planning for the policy team	5%	<ul style="list-style-type: none"> <li>• Work with the team to identify policy priorities</li> <li>• Think creatively about how to apply lessons in new spaces</li> <li>• Identify policy relevant research questions and link academics to policy makers</li> </ul>	<ul style="list-style-type: none"> <li>• Policy team members who are responsive to the interests of policymakers and brings evidence-based programs and policies to scale</li> <li>• Expanded reach of the policy team throughout the region, but specifically in cities in South Africa</li> <li>• Creative ways found to share evidence and build buy-in around scaling</li> <li>• Create new opportunities for research and policy lesson sharing</li> <li>•</li> </ul>
2	Manage/ support effective education and policy training events	15%	<ul style="list-style-type: none"> <li>• Think strategically about trainings and events</li> <li>• Create and manage budgets</li> <li>• Create content and present</li> <li>• Manage logistics when necessary</li> <li>• Look for and create high-impact opportunities to disseminate J-PAL results</li> <li>• Relationship development/ management with key stakeholders across the continent</li> <li>• Create report after each event and work with policy team to think strategically about how to improve for next event</li> </ul>	<ul style="list-style-type: none"> <li>• Policymakers and implementers trained in the methods of randomized evaluations</li> <li>• Policymakers and implementers exposed to the evidence base from randomized evaluations</li> <li>• Policy events are creatively and effectively leveraged as a means to build relationships and push forward opportunities for scale ups</li> </ul>
3	Manage policy team members falling under your portfolio	10%	<ul style="list-style-type: none"> <li>• Recruit, train and manage new staff under your portfolio</li> <li>• Plan strategically for the team long term</li> <li>• New policy staff: <ul style="list-style-type: none"> <li>• Develop plans for onboarding</li> <li>• Create feedback system for new staff</li> </ul> </li> <li>• Support them in individual goals</li> </ul>	<ul style="list-style-type: none"> <li>• Specific policy staff supported in developing their own skills and interests</li> <li>• Overall ability, accuracy and productivity of the policy team increased</li> <li>• Develop staff who help grow scale-ups in the region</li> </ul>

4	Identify and support opportunities for policy lesson sharing, partnership development and rigorous policy relevant research creation	65%	<ul style="list-style-type: none"> <li>• Identify and foster new opportunities across Africa, including in South Africa</li> <li>• Build and grow relationships with key policy makers/ stakeholders across Africa</li> <li>• Support opportunities to create evidence-based policy <ul style="list-style-type: none"> <li>• Lead policy lesson sharing</li> <li>• Support policy partnerships and rigorous research creation</li> <li>• Create and manage budgets</li> <li>• Fundraise if necessary</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Solid relationships with key stakeholders held</li> <li>• Policymakers equipped with relevant lessons from the evidence</li> <li>• New research opportunities identified</li> </ul>
5	Maintain expertise in J-PAL subject areas	5%	<ul style="list-style-type: none"> <li>• Become an expert in results from the J-PAL network in certain subject areas (to be determined jointly with policy team)</li> <li>• Have strong general knowledge of all policy-relevant J-PAL research</li> <li>• Lead policy presentations, during events and in smaller meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Top-notch knowledge of the evidence in the relevant sectors contributes to programme design and thinking</li> <li>• Evidence is easily, accurately and effectively shared with policymakers and implementers</li> </ul>

### MINIMUM REQUIREMENTS

Minimum qualifications	A Masters in Public Policy or Economics or another similar social science including graduate level (masters or PHD) courses in econometrics/ statistics, microeconomics and development economics
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>• A minimum of four years of relevant work experience</li> <li>• Demonstrated ability to analyse rigorous quantitative research</li> <li>• Experience leading policy outreach including strategically identifying and mobilizing appropriate policymakers and developing and maintaining these relationships</li> <li>• Advanced writing and oral presentation skills in English, particularly the ability to communicate technical research to policymakers in a non-technical manner</li> <li>• Experience preparing policy outreach materials, including written memos and formal presentations</li> <li>• Demonstrated leadership and programme management experience, including contributing to team strategy, hiring and training staff</li> <li>• Experience organising, managing and presenting at training/ dissemination events</li> <li>• Strong skills in Stata, Excel, Word and PowerPoint</li> <li>• Experience writing and managing budgets</li> <li>• Proven ability to handle multiple diverse assignments at one time, successfully complete assigned tasks and meet deadlines while conducting high-quality work</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Advanced econometrics</li> <li>• Highly quantitative and analytical</li> <li>• Excellent written English</li> <li>• Programme Management</li> <li>• Strategic Thinking</li> </ul>
Knowledge	Economics
Professional registration or license requirements	n/a
Other requirements	

Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Analytical Thinking/ Problem Solving	2	Communication	2
	Adaptability/ Flexibility	3	Creativity and Innovation	3
	Building interpersonal relationships	2	Impact/ Influence	2
	Professional knowledge and skill	2	Quality commitment	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	<p>Developing and managing training and policy dissemination events</p> <p>Relationship building with high level policymakers in South Africa and elsewhere on the continent</p> <p>Connecting policymakers to academics</p> <p>Identifying opportunities for new research studies</p>
Amount and kind of supervision received	Managed by the Senior Policy Manager but much independent work
Amount and kind of supervision exercised	Manages (from recruitment, to training to performance management) policy team members under her portfolio
Decisions which can be made	<p>Recruitment: up to selection of final pool for any role</p> <p>Training events/ capacity building: content, venue, all logistics, capacity building outreach to be conducted</p> <p>Policy relevant research creation: where to explore for potential partnerships, which stakeholders to meet</p>

Decisions which must be referred	Recruitment: final hiring decisions on people and pay Trainings: Final applicants list for executive education Scale ups: Agreement to officially launch in a new context
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**CONTACTS AND RELATIONSHIPS**

Internal to UCT	Reports to J-PAL Senior Policy Manager Works with J-PAL Policy Team and J-PAL Executive Director
External to UCT	J-PAL Global and Regional J-PAL Offices J-PAL Affiliated researchers (mostly professors) from around the world Policymakers (Government Officials, Development Partners, NGOs) in African Countries Donors (Generally International)