



DEPUTY DIRECTOR

(Payclass 12)

J-PAL Africa in the Southern Africa Labour and Development Research Unit School of Economics

Faculty of Commerce

The [Abdul Latif Jameel Poverty Action Lab for Africa \(J-PAL Africa\)](#), located in the Southern Africa Labour and Development Research Unit (SALDRU) in the University of Cape Town School of Economics has a mission to reduce poverty by ensuring that policy is informed by scientific evidence. Critical to achieving this goal is a strong Deputy Director whose role is to support the J-PAL Africa Executive Director in ensuring the J-PAL Africa Programme is delivered across Africa to the highest global standards. The role involves supporting vertical functions of Research, Policy & Training and Operations, fundraising for continued unit health, increasing the unit's visibility amongst key stakeholders and building and maintaining relationships across the J-PAL network and partner organisations.

Minimum requirements:

- A Masters Degree in Public Policy or Economics or another similar social science including graduate level courses in econometrics/ statistics, microeconomics and development economics
- At least 5 years' relevant research management, operations and policy outreach experience
- Proven leadership and management track record
- Demonstrated ability to understand and communicate findings from rigorous quantitative research
- Experience leading policy outreach including strategically identifying and mobilizing appropriate policymakers and developing and maintaining these relationships
- Experience preparing policy outreach materials, including written memos and formal presentations
- Experience presenting at training/ dissemination events
- Experience writing and managing budgets
- Experience managing grants and donor relationships
- Proven ability to handle multiple diverse assignments at one time, successfully complete assigned tasks and meet deadlines while conducting high-quality work
- Understanding of randomised evaluations of social policies/ programmes
- Willingness to travel extensively within and beyond South Africa

Advantageous:

- Experience supervising quantitative research or impact evaluations
- Evidence of research outputs
- French speaker

Responsibilities include:

- Support the Executive Director in leading and representing J-PAL Africa by:
 - Setting the vision and implementation plan for J-PAL Africa
 - Develop and expand the J-PAL Africa's external communications plan (marketing, media and public relations)
 - Represent J-PAL Africa to the public and key stakeholders through presenting J-PAL evidence and approach to evidence-informed policymaking at events, online and through other for a
 - Maintain expertise in J-PAL subject areas
 - Coordinate with J-PAL's global network, SALDRU and UCT
- Oversee the research, and/ or policy & training verticals
- Oversee or have detailed know-how to support the operations vertical
- Project Development, Fundraising and Donor relationships
 - Identify new project development opportunities and build plans to fundraise for and implement these
 - Cultivate relationships with existing and prospective funders
 - Develop fundraising proposals for core work
- Human Resource Development, Placement and Management
 - Responsible for identifying human resource requirements across the organization
 - Manage the hiring process of all new staff
 - Manage and performance manage senior team members in a key vertical (research, policy & training and/or operations)
 - Serves as a mentor/ coach as part of J-PAL Africa team support

The 2018 annual cost of employment, including benefits, is between **R737 101** and **R867 177** dependent on qualifications and experience.

To apply, please email the documents listed below in a **single pdf file** to Ms Abigail Dixon at recruitment03@uct.ac.za:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>);
- A letter of motivation clearly addressing your qualifications for the various responsibilities listed above;
- Curriculum Vitae (CV); and
- Transcripts of your grade 12 (school completion) certificate and university degrees. Note: this is required even though it is not called for in the HR201.

Please ensure the title "Deputy Director, J-PAL Africa" and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete and will not be considered. Only shortlisted candidates will be contacted and may be required to undergo competency assessment.

Telephone: 021 650 1673
Reference number: E18425

Website: www.povertyactionlab.org
Closing date: 6 January 2019

UCT is committed to the pursuit of excellence, diversity and redress. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>. For this this post we seek particularly to attract black (i.e. Africans, Coloureds and Indians) South African candidates.

UCT reserves the right not to appoint.