

NOTES

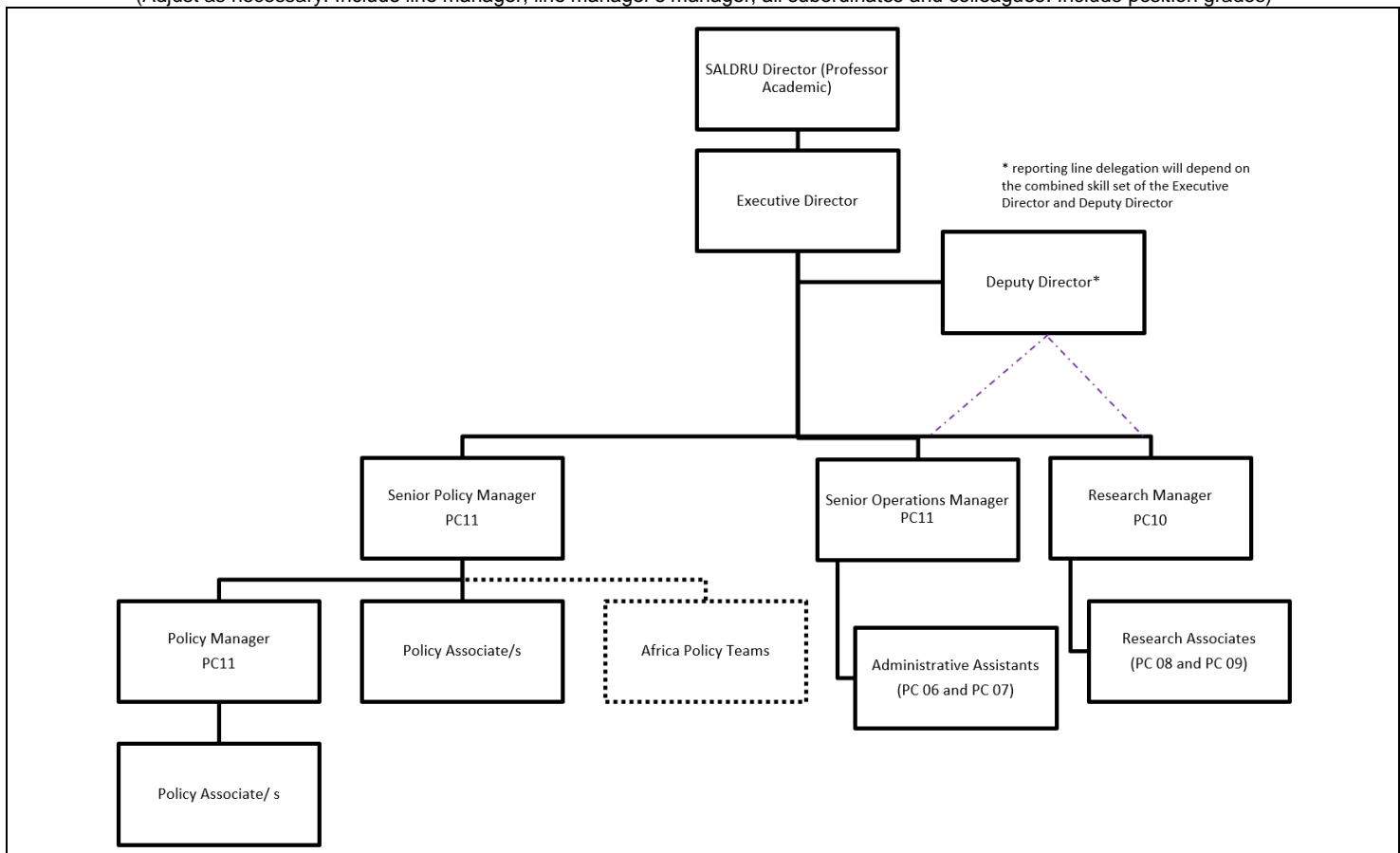
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Deputy Director J-PAL Africa		
Job title (HR Practitioner to provide)			
Position grade (if known)	12	Date last graded (if known)	
Academic faculty / PASS department	Commerce		
Academic department / PASS unit	Economics		
Division / section	SALDRU		
Date of compilation	5 July 2018		

ORGANOGRAM

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



PURPOSE

The main purpose of this position 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.

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	Support the Executive Director in leading and representing J-PAL Africa	20%	<ul style="list-style-type: none"> • Support the ED in her functions 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 fora • Maintain expertise in J-PAL subject areas • Coordinate with J-PAL's global network, SALDRU and UCT 	<ul style="list-style-type: none"> • Clear and well articulated strategy for the J-PAL Africa Programme • Key stakeholders have a clear understanding of the J-PAL Africa Programme • J-PAL evidence shared with and accessible to key stakeholders • J-PAL Africa positioned to be a key player in the evidence-informed policymaking space
2	Oversee the research, and/ or operations verticals with detailed know how to support policy & training vertical as well	40%	<p>Be the key support to the research, and/or operations verticals, depending on senior leadership make up and specific technical expertise of executive director and deputy director involving:</p> <ul style="list-style-type: none"> • Providing leadership and direction for senior staff in the specific vertical(s), setting an effective agenda and ensuring performance goals are set and met • Contributing technical know-how to project design. Examples for verticals include: <ul style="list-style-type: none"> ○ Operations: Financial management systems ○ Research: Randomised evaluation design thinking ○ Policy: Help scope policy context, map evidence to opportunities for project design. • Engaging and building relationships with principal investigators, policymakers and donors as per project requirements • Troubleshoot challenges to project integrity and elevate to the necessary levels for resolution 	<p>For the relevant vertical(s):</p> <ul style="list-style-type: none"> • Well-designed strategy and plan to implement this effectively • quality execution of this plan

3	Project Development, Fundraising and Donor relationships	20%	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • J-PAL Africa is soundly funded • Donor relationships well held
4	Human Resource Development, Placement and Management	20%	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • J-PAL Africa is adequately staffed to support programme delivery and organizational health • High caliber, motivated team that fit well to task

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"> • 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 supervising quantitative research or impact evaluations preferred. • 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 			
Skills	<ul style="list-style-type: none"> • Strong skills in Excel, Word and PowerPoint • Advanced writing and oral presentation skills in English, particularly the ability to communicate technical research to policymakers in a non-technical manner • Excellent communication skills • Excellent programme and people management skills • Strategic thinking through to quality programme execution 			
Knowledge	<ul style="list-style-type: none"> • Development economics • Understanding of randomised evaluations of social policies/ programs 			
Professional registration or license requirements	n/a			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	<ul style="list-style-type: none"> • Honesty to authorize payments • Willingness to travel extensively 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Individual Leadership	3	Building Partnerships	3
	Strategic Leadership	3	Resource Management	3
	Facilitating change	3	People Management	3
	Analytical skills/ problem solving	3	Communication	3

SCOPE OF RESPONSIBILITY

Functions responsible for	Leadership, HR placements, Outward facing communication
Amount and kind of supervision received	Directly from the J-PAL Africa Executive Director
Amount and kind of supervision exercised	Will provide primary oversight on 1 or 2 of the J-PAL verticals and must have detailed know how to support all. Will lead on communications strategy and supervise and support the J-PAL human resources planning to ensure staff are well in place to deliver on our objectives
Decisions which can be made	Performance management, work plan delivery, finance authorization, fundraising proposal submissions
Decisions which must be referred	Sign off on strategy, big new projects

CONTACTS AND RELATIONSHIPS

Internal to UCT	SALDRU, Research Contracts, Finance, Foreign Payments, Human Resources	
External to UCT	J-PAL Offices (in USA, Chile, India, Indonesia, France), J-PAL Affiliates at universities around the world) international donors, policymakers across African countries, NGOs	