



NOTES

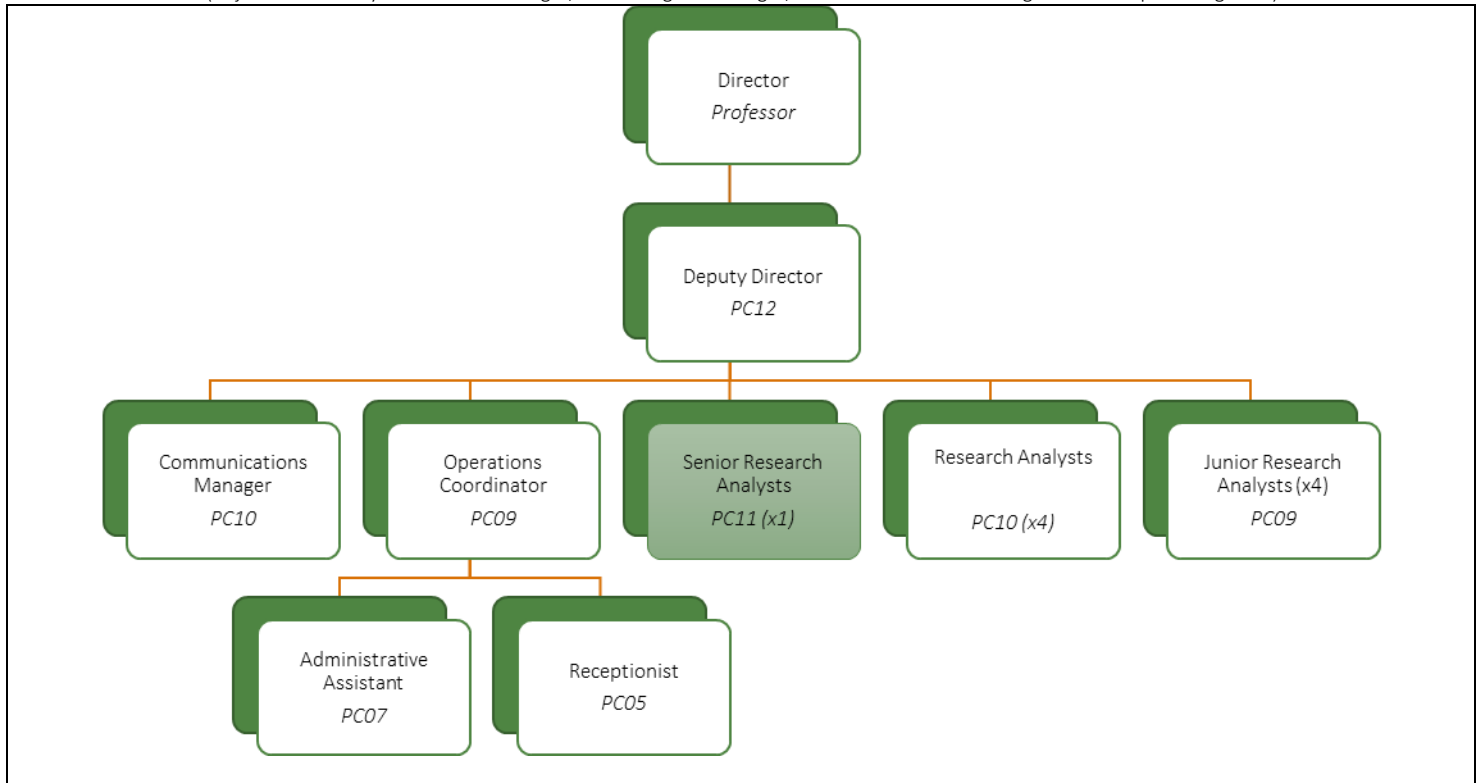
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	SENIOR RESEARCH ANALYST		
Job title (HR Practitioner to provide)	SENIOR RESEARCH ANALYST		
Position grade (if known)	PC11	Date last graded (if known)	2014
Academic faculty / PASS department	COMMERCE		
Academic department / PASS unit	SCHOOL OF ECONOMICS		
Division / section	DEVELOPMENT POLICY RESEARCH UNIT		
Date of compilation	20 FEBRUARY 2019		

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 conduct research in the fields of labour markets, poverty and inequality, both independently and within a project team.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	UNDERTAKE RELEVANT AND ACADEMICALLY RIGOROUS RESEARCH IN THE FIELDS OF LABOUR MARKETS, POVERTY AND INEQUALITY	60	<ul style="list-style-type: none"> - According to the specifications of the terms of reference/proposal, survey background literature, identify and procure (if necessary) relevant datasets; - Conduct research in collaboration with other researchers involved, in accordance with proposal; - Continuous discussion/collaboration with all researchers involved; - Timeous completion of research to stipulated deadlines - Incorporation of pertinent comments received from funder and finalisation of the research report - Present results of research to client/donor as required; - Where applicable, present results of research at academic/research conferences; - Where applicable and allowed by donor/client, pursue opportunities for publication, particularly in academic journals; and - Collaboratively handle enquiries about the Unit's research from users of our research at both local and international universities, research groupings, government departments, non-governmental organisations and the private sector. 	<ul style="list-style-type: none"> - Production of quality research reports and other outputs within specified timeframes and according to funder's specifications; - Presentations of research findings to funder and other external stakeholders as required, including presentations at conferences; and - Publication of research in peer-reviewed academic journals, as well as in other suitable formats.
2	LEAD RESEARCH PROJECTS IN THE FIELDS OF LABOUR MARKETS, POVERTY AND INEQUALITY	15	<ul style="list-style-type: none"> - Where designated the lead researcher, take responsibility for leading the research process, coordinating with other research staff involved in the project and liaising with the Director and/or Deputy Director on progress; - Monitoring of progress of research team members; 	<ul style="list-style-type: none"> - Production of quality research reports and other outputs within specified timeframes and according to funder's specifications; - Good working relationship within the research team; - Regular interactions and feedback relating to the research
3	WRITE RESEARCH PROPOSALS	10	<ul style="list-style-type: none"> - Respond to a request from a potential funder; - Alternatively, identify interesting and important issues in the fields of labour markets, poverty and inequality; - Research and write the research proposal, compile budget (in consultation with the Deputy Director), set out an appropriate research timeline, and submit to funder for consideration and approval; and 	<ul style="list-style-type: none"> - Proposals submitted to - and, hopefully approved by - potential research funders

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
4	PROMOTE THE DEVELOPMENT OF THE RESEARCH CAPABILITIES OF JUNIOR RESEARCH STAFF AND RESEARCH ASSISTANTS	10	<ul style="list-style-type: none"> - Involve more junior research staff members in research projects; and - Provide guidance and assistance relating to the research process. 	<ul style="list-style-type: none"> - Regular feedback to more junior research staff.
5	PARTICIPATE IN THE UNIT'S TEACHING, DISSEMINATION AND OTHER RESPONSIBILITIES	5	<ul style="list-style-type: none"> - Present research papers as examples of applied work to students; - Set up and mark test and examination questions, as required; - Provide general support and assistance as required regarding the organisation and hosting of Unit conferences, workshops and other events; and 	<ul style="list-style-type: none"> Lectures to students; and - Successful hosting of dissemination events.

MINIMUM REQUIREMENTS

Minimum qualifications	Master's degree in Economics			
Minimum experience (type and years)	Three years' research work experience			
Skills	Econometric and economic analysis skills. Familiarity with MS Office package, particularly Word and Excel. Writing skills. Familiarity with Stata.			
Knowledge	Knowledge of South Africa's social and economic context.			
Professional registration or license requirements	NONE			
Other requirements	NONE			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	3	Creativity and innovation	3
	Building interpersonal relationships	3	Planning and organizing	3
	Communication	3	Teamwork / collaboration	3
	Conceptual thinking	3	University awareness	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Senior member of research teams of which a member.
Amount and kind of supervision received	Regular interactions with Director and Deputy Director, face-to-face or electronic. Supervision is not intensive and may vary depending on the research.
Amount and kind of supervision exercised	Supervision of junior research staff, where required, especially as part of research teams.
Decisions which can be made	As research leader, day-to-day direction of research.
Decisions which must be referred	Decisions with a significant impact on the research, in terms of approach, methodology, timelines, or outcomes to be discussed with Director or Deputy Director..

CONTACTS AND RELATIONSHIPS

Internal to UCT	Colleagues within the DPRU.
External to UCT	Research clients and funders.; policymakers; other academics and researchers both within South Africa and abroad.