



NOTES

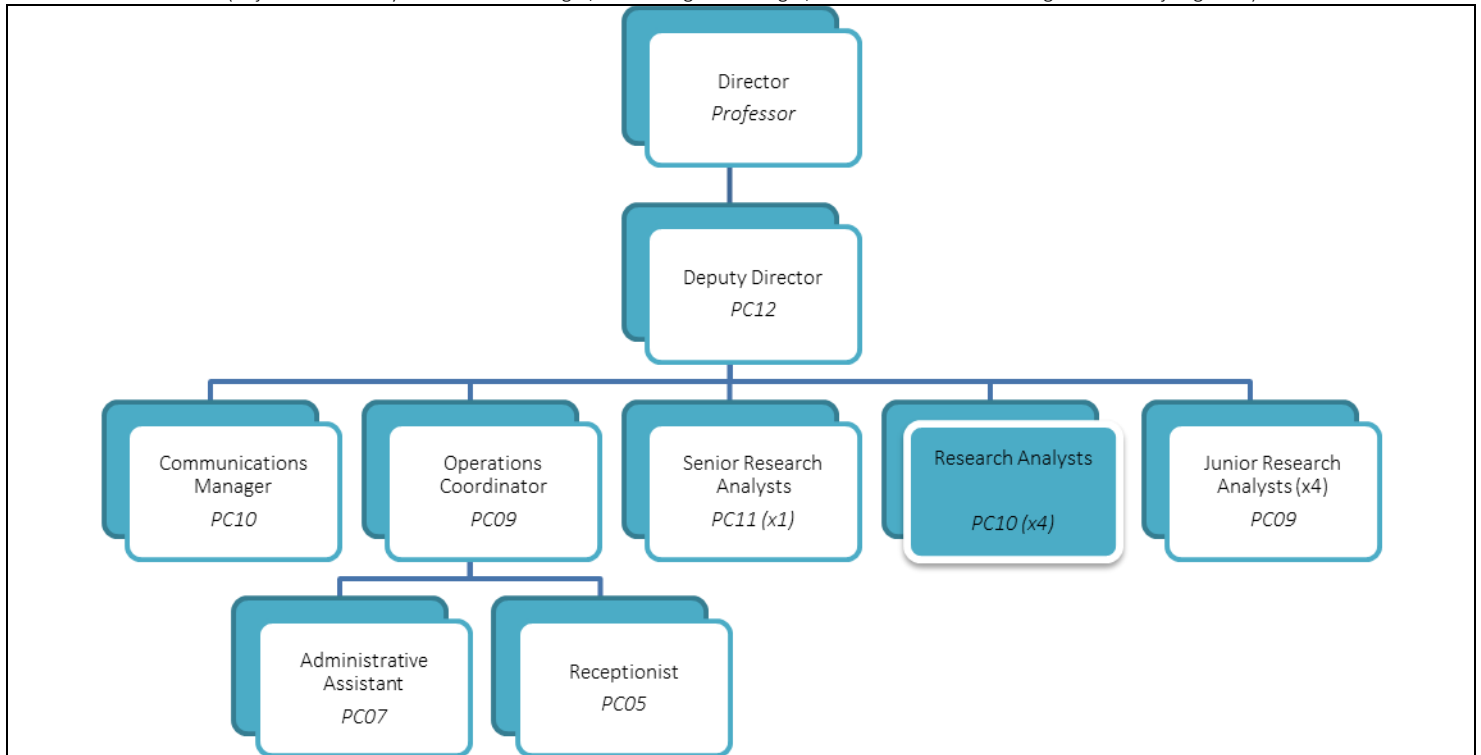
- Forms must be downloaded from the UCT website: <http://www.uct.ac.za/depts/sapweb/forms/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	RESEARCH ANALYST
Job title (HR Practitioner to provide)	RESEARCH ANALYST
Job grade (if known)	PC10
Academic faculty / PASS department	COMMERCE
Academic department / PASS unit	SCHOOL OF ECONOMICS
Division / section	DEVELOPMENT POLICY RESEARCH UNIT
Date of compilation	31 JANUARY 2014

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include job 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

JOB CONTENT

Key performance areas (4 – 6) (What)	% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)	Competencies needed
1 UNDERTAKE RELEVANT AND ACADEMICALLY RIGOROUS RESEARCH IN THE FIELDS OF LABOUR MARKETS, POVERTY AND INEQUALITY	80	<ul style="list-style-type: none"> <li>- According to the specifications of the terms of reference/proposal, survey background literature, identify and procure (if necessary) relevant datasets;</li> <li>- Conduct research in collaboration with other researchers involved, in accordance with proposal;</li> <li>- Continuous discussion/collaboration with all researchers involved;</li> <li>- Timeous completion of research to stipulated deadlines</li> <li>- Incorporation of pertinent comments received from funder and finalisation of the research report</li> <li>- Present results of research to client/donor as required;</li> <li>- Where applicable, present results of research at academic/research conferences;</li> <li>- Where applicable and allowed by donor/client, pursue opportunities for publication, particularly in academic journals; and</li> <li>- 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.</li> </ul>	<ul style="list-style-type: none"> <li>- Production of quality research reports and other outputs within specified timeframes and according to funder's specifications;</li> <li>- Presentations of research findings to funder and other external stakeholders as required, including presentations at conferences; and</li> <li>- Publication of research in peer-reviewed academic journals, as well as in other suitable formats.</li> </ul>	<ul style="list-style-type: none"> <li>- Appropriate analytical and empirical skills in the field of economics and economic policy, particularly regarding poverty, inequality, the labour market and other related issues;</li> <li>- Advanced knowledge of STATA software package;</li> <li>- Advanced computer literacy, specifically in MS Word, Excel and PowerPoint;</li> <li>- Very good written and verbal communication skills;</li> <li>- Ability to work under pressure and meet deadlines, both independently and within a team;</li> <li>- Good time and resource management skills;</li> <li>- Attention to detail; and</li> <li>- Quality commitment.</li> </ul>
2 LEAD RESEARCH PROJECTS IN THE FIELDS OF LABOUR MARKETS, POVERTY AND INEQUALITY	5	<ul style="list-style-type: none"> <li>- 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;</li> <li>- Monitoring of progress of research team members;</li> <li>- Ensure appropriate engagement with research client, providing regular feedback and highlighting any issues that may have a material impact on the progress of the research;</li> <li>- Read, edit and liaise with Director or Deputy Director to approve draft reports for submission to funder;</li> <li>- Submit draft reports as per stipulated deadline;</li> <li>- Ensure that comments received from funder on draft reports are responded to, either within the final report or in another appropriate forum; and</li> <li>- Ensure that report is completed and submitted on time.</li> </ul>	<ul style="list-style-type: none"> <li>- Production of quality research reports and other outputs within specified timeframes and according to funder's specifications;</li> <li>- Good working relationship within the research team;</li> <li>- Regular interactions and feedback relating to the research both within the research team and between the lead researcher and the Director and/or Deputy Director.</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to lead research projects;</li> <li>- Very good interpersonal skills;</li> <li>- Very good written and verbal communication skills;</li> <li>- Good time and resource management skills;</li> <li>- Attention to detail;</li> <li>- Ability to take initiative; and</li> <li>- Quality commitment.</li> </ul>

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)	Competencies needed
3	WRITE RESEARCH PROPOSALS	5	<ul style="list-style-type: none"> <li>- Respond to a request from a potential funder;</li> <li>- Alternatively, identify interesting and important issues in the fields of labour markets, poverty and inequality;</li> <li>- Research and write the research proposal, liaise with Deputy Director to compile budget and set out an appropriate research timeline, and liaise with Director and/or Deputy Director to submit to funder for consideration and approval; and</li> <li>- Incorporate any comments or changes and finalise proposal in consultation with Director and/or Deputy Director.</li> </ul>	<ul style="list-style-type: none"> <li>- Proposals submitted to - and, hopefully approved by - potential research funders</li> </ul>	<ul style="list-style-type: none"> <li>- Excellent writing skills; and</li> <li>- Robust knowledge of the field of research.</li> </ul>
4	PROMOTE THE DEVELOPMENT OF THE RESEARCH CAPABILITIES OF JUNIOR RESEARCH STAFF AND RESEARCH ASSISTANTS	5	<ul style="list-style-type: none"> <li>- Involve more junior research staff members in research projects; and</li> <li>- Provide guidance and assistance relating to the research process.</li> </ul>	<ul style="list-style-type: none"> <li>- Regular feedback to more junior research staff.</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to work well within a team;</li> <li>- Very good technical knowledge; and</li> <li>- Very good interpersonal skills.</li> </ul>
5	PARTICIPATE IN THE UNIT'S TEACHING, DISSEMINATION AND OTHER RESPONSIBILITIES	5	<ul style="list-style-type: none"> <li>- Present research papers as examples of applied work to students;</li> <li>- Set up and mark test and examination questions, as required; and</li> <li>- Provide general support and assistance as required regarding the organisation and hosting of Unit conferences, workshops and other events.</li> </ul>	<ul style="list-style-type: none"> <li>- Lectures to students; and</li> <li>- Successful hosting of dissemination events.</li> </ul>	<ul style="list-style-type: none"> <li>- Very good verbal communication and presentation skills; and</li> <li>- Ability to work well within a team.</li> </ul>

MINIMUM REQUIREMENTS

Minimum qualifications	Master's degree in Economics
Minimum experience (type and years)	Two years' research work experience