



NOTES

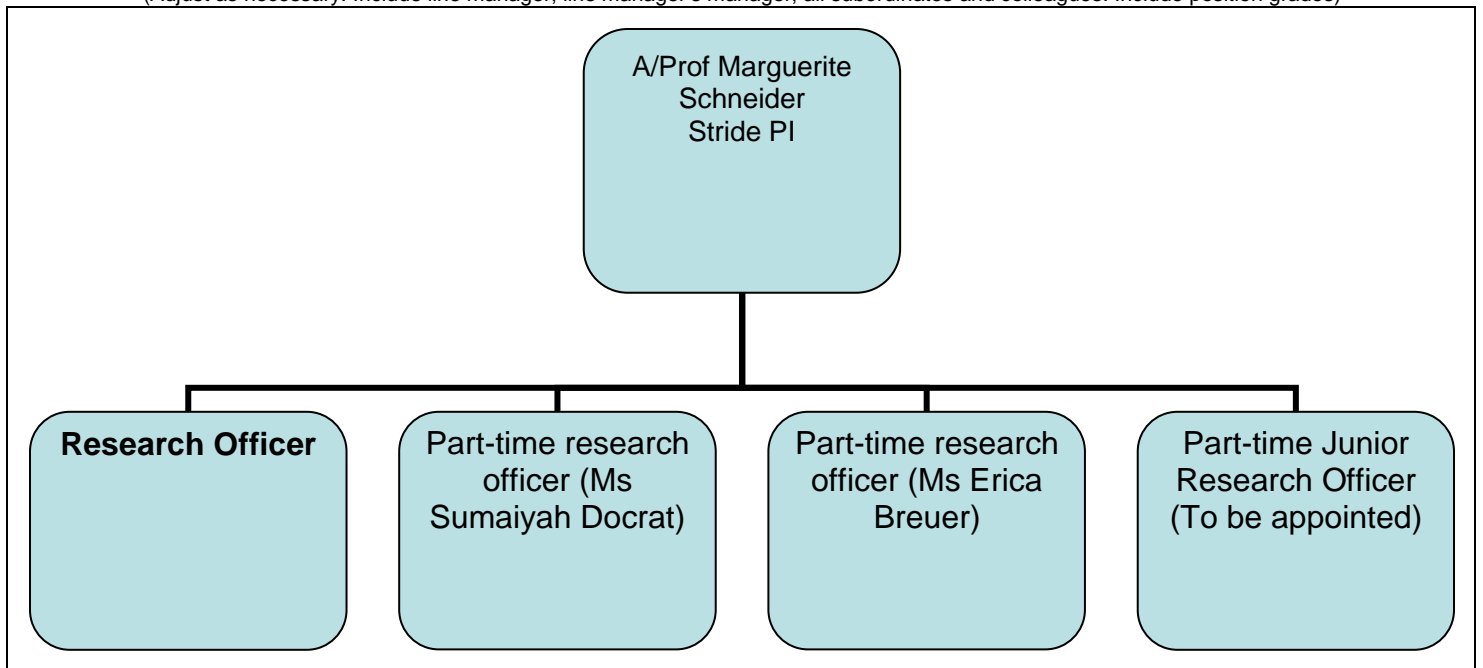
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Officer (STRiDE)		
Job title (HR Practitioner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Health Sciences Faculty		
Academic department / PASS unit	Psychiatry and Mental Health		
Division / section	Public Mental Health		
Date of compilation	14 February 2018		

ORGANOGRAM

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



PURPOSE

Strengthening responses to dementia in developing countries: STRiDE is a 4 year ESRC/RCUK funded project which aims to contribute to improving dementia care, treatment and support systems so that people living with dementia are able to live well, and so that their family and other carers do not shoulder excessive costs or risk impoverishment or experience their own health problems. The lead institution is the London School of Economics and Political Science (LSE) with UCT as a partner. The UCT team will be led by A/Prof Marguerite Schneider and the role of the research officer would be as an early career researcher working on all components of the project, including research, administrative and networking activities. The project will also include a number of capacity building activities for the research officer. The position is for 46 months starting in March 2018.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1.	Research	60%	<ul style="list-style-type: none"> • Conducts relevant tasks at country level as required by the different work packages (WP), for example, conducting a situational analysis for South Africa on Dementia, running focus groups with care providers and possibly people with dementia, coordinating a survey within South Africa, testing a stigma focused intervention. • Prepares all required materials for these tasks • Collects and analyses data and prepares reports and journal articles on these • Reports to the WP leads and the country Senior Researcher (SR) • Participate in all relevant ECR related capacity building activities within the STRiDE project 	<ul style="list-style-type: none"> • Completion of all WP related tasks • Submission of country level data and reports to the WP • Complete all relevant capacity building tasks • Attend at least 80% of meetings where presence is required
2	Monitoring and Evaluation	10%	<ul style="list-style-type: none"> • Monitors relevant country level indicators • Prepares reports on country level indicators • Submit reports to the SR for submission to the Executive Group 	<ul style="list-style-type: none"> • Collected relevant data at country level • Submitted report for review to the SR • Submitted reports to Executive group after review by the SR
3	Administration	20%	<ul style="list-style-type: none"> • Work with the SR and administrator to ensure the smooth running of the research tasks, including but not limited to making travel arrangements, maintaining project files, organizing meetings of the advisory group, etc. 	<ul style="list-style-type: none"> • All allocated administrative tasks are completed timeously
4	Networking	10%	<ul style="list-style-type: none"> • Assisting with setting up the country advisory group • Keeping all members of the Advisory group informed of project progress, new developments and meetings • Prepare communications material for knowledge exchange within country and to whole STRiDE team 	<ul style="list-style-type: none"> • Advisory group members are selected and invited • Regular communications are prepared and sent out (quarterly basis)

MINIMUM REQUIREMENTS

Minimum qualifications	Masters or PhD in a relevant field (e.g. psychology, public health, social science)			
Minimum experience (type and years)	At least 3 years of experience working in public health or psychology research in low resource settings and specific experience or interest in dementia, ageing, or neurology would be an advantage.			
Skills	Either qualitative or quantitative research skills and experience of both			
Knowledge	Public health, social science, and/or psychology research methods and design			
Professional registration or license requirements	Not required			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	None			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	2	Teamwork / collaboration	2
	Building interpersonal relationships	2	Adaptability/ flexibility	2
	Communication in writing and verbal – individually and in teams	2	Conceptual thinking	2
	Planning and organizing / work management	2	Creativity and innovation	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Conducting all allocated tasks timeously
Amount and kind of supervision received	Regular (at least weekly and more when required)
Amount and kind of supervision exercised	Supervision of fieldworkers in data collection phase
Decisions which can be made	To be set out and decided with PI
Decisions which must be referred	Most decisions need to be consulted on with the PI

CONTACTS AND RELATIONSHIPS

Internal to UCT	Reports directly to the STRiDE PI
External to UCT	Communication with country level Advisory group and international co-investigators in the STRiDE team