HR191	**JOB DESCRIPTION**	UNIVERSITY OF CAPE TOWN
		IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

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 Officer**
Job title (HR Practitioner to provide)	
Job grade (if known)	
Academic faculty / PASS department	**Health Sciences**
Academic department / PASS unit	**School of Public Health**
Division / section	**Health Policy and Systems Division**
Date of compilation	

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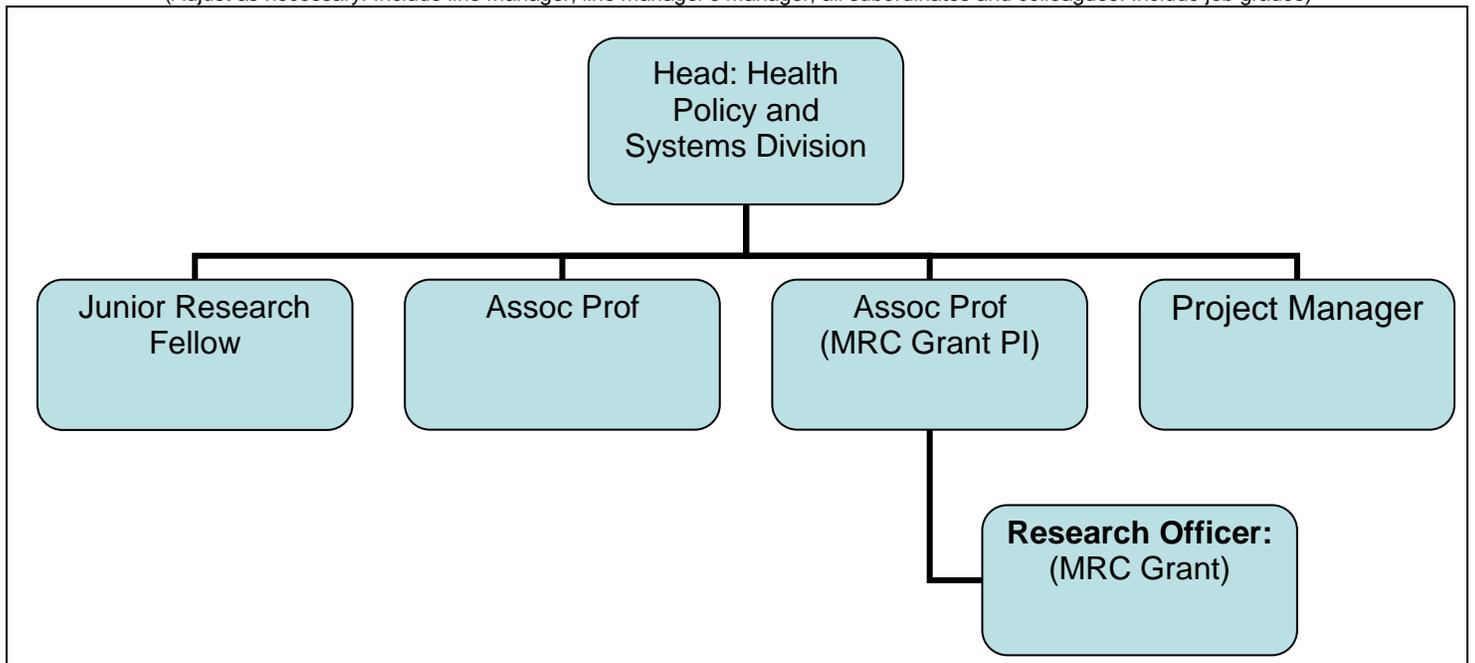
PURPOSE

The The Health Policy and Systems Division (HPSD) in the School of Public Health & Family Medicine HPSD has been awarded a three-year grant to conduct a project on "*Strengthening health system responsiveness to citizen feedback in South Africa and Kenya*" – funded by the Medical Research Council (UK). The HPSD is the primary recipient of this collaborative grant, which includes partners from the University of the Western Cape, KEMRI Wellcome Trust in Kenya, and key stakeholders from provincial governments and civil society in both countries. The project seeks to assess what policies and mechanisms (formal and informal) work for receiving and responding to citizen feedback on health systems in South Africa and Kenya – and how health systems responsiveness can be strengthened towards the development of learning, equitable health systems. The project is a mixed methods multi-country study running from 2018 to 2021, designed as an interdisciplinary study, drawing mainly on social science perspectives.

The project is seeking to appoint a researcher who will be required to contribute to several components of the project, and support coordination among project partners and continuity of activities over the project lifetime.

The key responsibilities of the researcher will be to:

- Support to the MRC Responsiveness grant – including:

  - Support towards the SA-country fieldwork

  - Maintenance of project databases (e.g. secondary and primary literature)

  - Literature review on topics relating to 'health system responsiveness'

  - Support to UCT and UWC project partners

  - Support of postgraduate students (e.g. mentoring, or supervision support to an MPH-level mini-thesis related to this project)

- More broadly:

  - Support for the existing programme of research in the Health Policy and Systems Division

  - Support for the existing teaching programme in the Health Policy and Systems Division

  - Working collaboratively with other staff within the Health Policy and Systems Division

  - Support wider collaboration within the School of Public Health and Family Medicine, and in the Faculty of Health Sciences, on Health Policy and Systems issues and activities

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	Conduct research activities	55%	• Conduct relevant literature reviews • Participate in the processes of further specifying data collection needs and approaches across the project as a whole. • Participate in the design of tools and processes for various components of assigned projects • Participate in data collection, collation and analysis, as well as the write up of the research findings – including taking charge of some aspects of the project • Develop and take responsibility for updating the project literature database (Endnote Library)	Literature reviews completed Project's overall data collection approach established Tools developed Data collection conducted Data analysis executed Project Library developed, and outputs shared with team
2	Produce written outputs for specific projects as agreed	15%	• Write relevant reports • Write academic articles for publication	Written reports Written articles for publication
3	Support coordination and collaboration among key project partners across the project's lifespan.	25%	• Arrange projects meetings • Keep minutes of meetings • Timeous and regular communication with all partners on project progress, through email updates • Trouble-shooting as necessary	Meetings arranged Minutes available Emails distributed Problems resolved
4	Support project management activities	5%	• Support the writing of project reports • Keep time sheets • Help with HR and finance administration upkeep	Project administration activities executed timely and efficiently
5				

MINIMUM REQUIREMENTS

Minimum qualifications	Masters Degree in health or social sciences
Minimum experience (type and years)	• At least three years individual research experience • Experience relevant to the research work of the project – such as conducting literature reviews, conducting qualitative interviews, qualitative data analysis, secondary quantitative data analysis and synthesis • Management skills and experience • Excellent computer skills • Experience in stakeholder engagement **Personal attributes** • Excellent communication skills, both verbal and writing • The incumbent must be able to work independently, and must be able to work well within a team • The incumbent must be able to build trustworthy relationships with stakeholders