



## NOTES

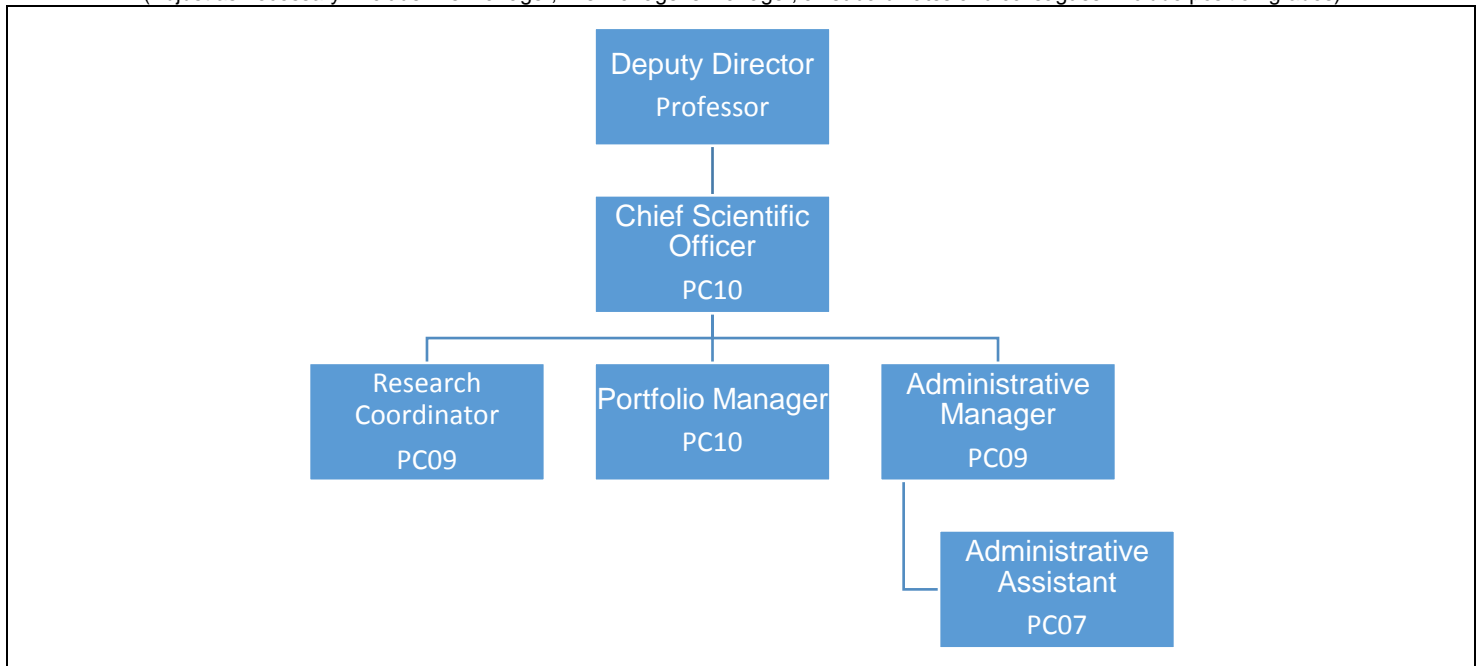
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

|  |                      |                             |  |
|--|----------------------|-----------------------------|--|
| Position title                         | Research Coordinator |                             |  |
| Job title (HR Practitioner to provide) | Research Coordinator |                             |  |
| Position grade (if known)              | PC 09                | Date last graded (if known) |  |
| Academic faculty / PASS department     | SCIENCE              |                             |  |
| Academic department / PASS unit        |                      |                             |  |
| Division / section                     | ACDI                 |                             |  |
| Date of compilation                    |                      |                             |  |

## ORGANOGRAM

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



## PURPOSE

The main purpose of the '**Research Coordinator**' (RC) position is to support the project deliverables and underlying research needs of the Chief Scientific Officer (CSO). In particular, the responsibilities of the **RC** will relate to the delivery of a one-year research project, focusing on the impact of climate change on the agriculture sector in eight (8) African countries.

The **RC** will primarily be responsible for undertaking desktop research, analysis and management of data from each of the eight studied countries, under the supervision of the CSO. The **RC** is expected to coordinate multiple ongoing research tasks according to the short-term needs and travel priorities of the CSO and other partnered project researchers. In addition, the **RC** may be expected to support with project communications and coordination between multiple partners and stakeholders to ensure the delivery of project outcomes according to the project work plan.

Finally, responsibilities of the **RC** will include support with development of project outputs such as summary research reports, presentations and other research articles, including copy-editing, formatting and contributing written analyses to project outputs.

**CONTENT**

| <b>Key performance areas</b> |                                    | <b>% of time spent</b> | <b>Inputs</b><br>(Responsibilities / activities / processes/ methods used)  | <b>Outputs</b><br>(Expected results) |
|------------------------------|------------------------------------|------------------------|---|--------------------------------------|
| 1                            | Research and primary data analysis | 55%                    | Undertake background research and data analysis related to climate change and the agricultural sector;<br><br>Interpret and write up research findings.   |                                      |
| 2                            | Project administration             | 25%                    | Assist with planning and coordination of project activities, particularly to support timeous execution of project activities in line with a pre-agreed workplan;<br><br>Support communication between internal and external project partners, and stakeholders in focal countries;<br><br>Support the CSO to keep a record of project costs, and to prepare other inputs into funder reports; |                                      |
| 3                            | Research support                   | 20%                    | Assist in design, layout and presentation of research outputs and findings, including graphical presentation / visualisation of analyses and general production of reports/project documents;<br><br>Archive and sort underlying datasets, references and resources.  |                                      |
| 4                            |                                    |                        |   |                                      |

### MINIMUM REQUIREMENTS

|   |  |       |                                  |       |
|---|--|-------|----------------------------------|-------|
| Minimum qualifications  | Honours in related field. Masters degree would be of benefit but not essential.  |       |                                  |       |
| Minimum experience (type and years)   | At least one year working in environmental, agricultural or climate change-related research field.   |       |                                  |       |
| Skills  | <p>The preferred candidate should be able to demonstrate a combination of skills that may include inter alia</p> <ul style="list-style-type: none"> <li>• Quantitative and qualitative research skills, ideally including the ability to identify and analyse agricultural, economic and environmental data from African countries;</li> <li>• Good or Excellent organisational, project management and data management skills;</li> <li>• Good or Excellent proofreading, copy-editing and document layout/presentation skills;</li> <li>• Ability to undertake basic statistical analyses, summarise and present large datasets;</li> <li>• Good or excellent writing skills, ideally including writing technical reports, research articles;</li> <li>• Ability to support ongoing logistic planning, project management, and communication with stakeholders in multiple countries.</li> </ul> |       |                                  |       |
| Knowledge   | Basic understanding or background knowledge of agriculture sector, agricultural/natural resource economics, sustainable development, and climate change in developing African countries.   |       |                                  |       |
| Professional registration or license requirements   | Not applicable   |       |                                  |       |
| Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.) |  |       |                                  |       |
| Competencies (Refer to <a href="#">UCT Competency Framework</a> )   | Competence   | Level | Competence                       | Level |
|   | Analytical thinking / Problem solving  | 2     | Professional knowledge and skill | 2     |
|   | Building interpersonal relationships   | 2     | Teamwork / collaboration         | 2     |
|   | Communication  | 2     | University awareness             | 2     |
|   | Planning and organizing / work management  | 2     |                                  |       |

### SCOPE OF RESPONSIBILITY

|  |   |
|--|---|
| Functions responsible for                | <p>Supporting a range of project activities, including</p> <ul style="list-style-type: none"> <li>• background research and data analysis;</li> <li>• interpretation and writing up of research findings;</li> <li>• design, layout and presentation of research outputs and findings, including graphical presentation / visualisation of analyses and general production of final summary reports;</li> <li>• planning and coordination of project activities, particularly to support timeous execution of project activities in line with a pre-agreed workplan, in partnership with other researchers;</li> <li>• various ad hoc research and project management roles.</li> </ul> |
| Amount and kind of supervision received  | Regular supervision with Chief Scientific Officer and Portfolio Manager, respectively. Minimal decision-making required.  |
| Amount and kind of supervision exercised | None  |
| Decisions which can be made              | Related to day to day activities only   |
| Decisions which must be referred         | All activities related to research input and output reporting   |

### CONTACTS AND RELATIONSHIPS

|                 |           |
|-----------------|-----------|
| Internal to UCT | ACDI only |
|-----------------|-----------|

External to UCT

Related to project specific people only