



NOTES

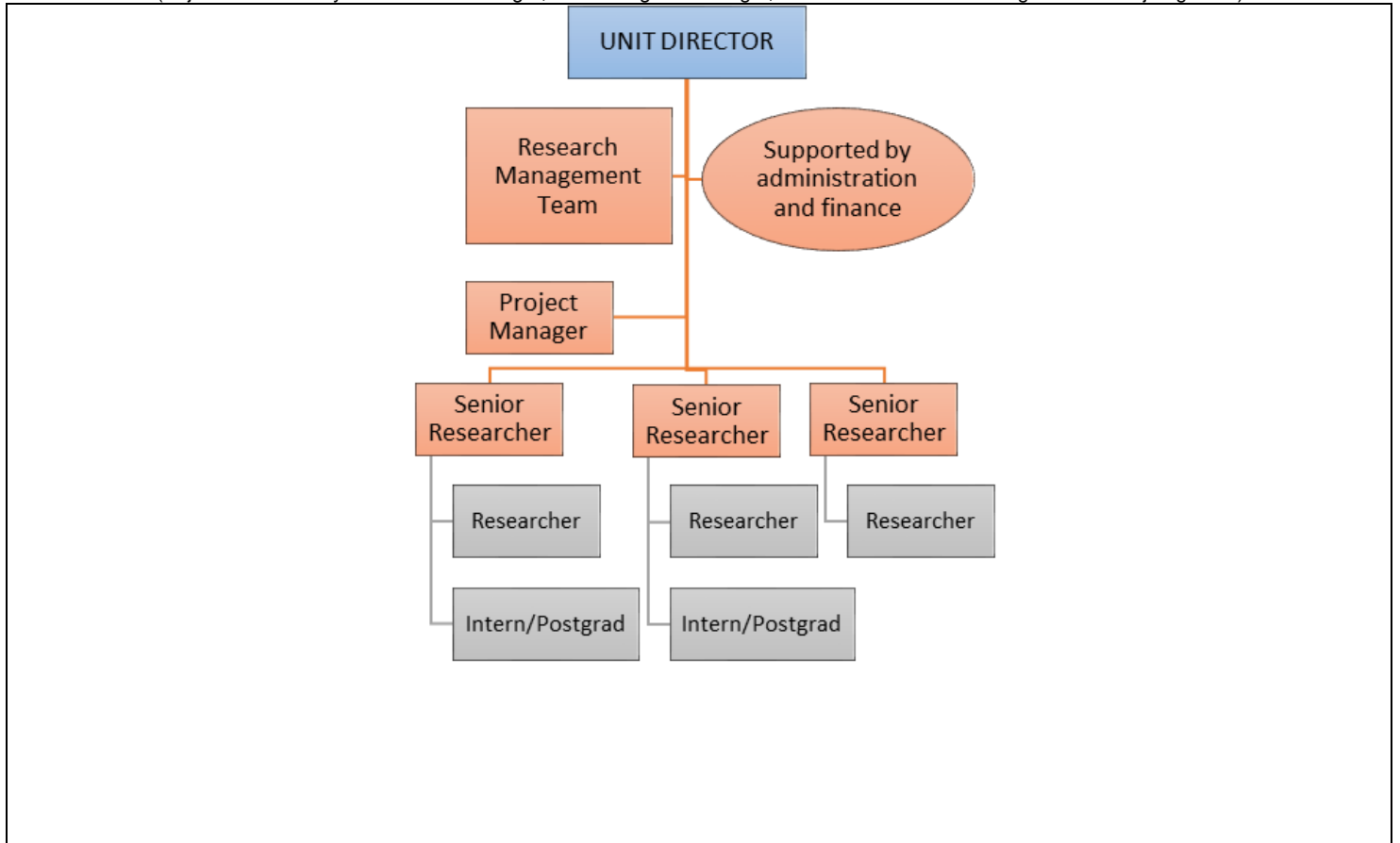
- Forms must be downloaded from the UCT website: <http://www.uct.ac.za/depts/sapweb/forms/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	Junior Research Fellow
Job title (HR Practitioner to provide)	Junior Research Fellow
Job grade (if known)	
Academic faculty / PASS department	Academic
Academic department / PASS unit	Pathology
Division / section	Division of Forensic Medicine: Gender, Health & Justice Research Unit
Date of compilation	December 5 th 2017

ORGANOGRAM

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



PURPOSE

Assisting with the conceptualising and executing research projects in the fields of gender-based violence and evidence-based legal and policy reform and human rights and health care and criminal justice reform in developing/ African contexts. This includes:

- Assisting with data collection
- Data capturing
- Literature reviews and systematic reviews of topics
- Editing and assisting with report writing
- Data analysis (qualitative and quantitative)
- Attending workshops and conferences
- Assisting with training and workshops
- Assisting senior researchers.

JOB CONTENT

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	Assisting with the execution of research projects in the fields of gender-based violence and evidence-based legal and policy reform and human rights and health care and criminal justice reform in developing/ African contexts.	80%	Research design and implementation	Research reports, interventions, reforms.
2	Proposal writing (grants and tenders including report writing.	10%	Depends on Calls for Proposals – Concept notes, full proposals and budgets.	To sustain the GHJRU – we are soft funded.
The remaining 10%:				
3	Assisting with administrative tasks	As required	Support of Senior staff as required	Completion of administrative tasks.
4	Assisting with training workshops	As required	As required and if fits into existing research commitments	Contribution to evidence-based training
6	Liaison/engagement with public stakeholders	As required	Advocacy	Evidence-based advocacy for legal and policy reforms.

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> • A minimum of a Masters degree (or equivalent) in Social Sciences, Law, Psychology or Criminology
Minimum experience (type and years)	<ul style="list-style-type: none"> • Demonstrable work or research experience in one of the following areas: (i) gender-based violence and evidence-based legal and policy reform; and/or (ii) human rights and health care and criminal justice reform in developing/African contexts. • Demonstrable experience of conducting empirical research (with quantitative or qualitative methodology) and literature reviews. • Excellent written and oral communication skills • Experience in, and commitment to, working in a diverse team; • Interest in, and commitment to, feminist principles in research. • Evidence of research outputs;

COMPETENCIES

Competence	Level	Competence	Level
Experience with teaching, training, research or advocacy in the areas above.	2	Experience with developing research proposals.	2
Experience and willingness to work in conflict-affected, post-conflict or fragile states, outside of South Africa.	2	Excellent teaching and/or presentation skills.	2
Excellent research and writing skills	3	Experience with project-based fundraising, including good grant-writing skills.	2

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Job Holder				
HOD				