



NOTES

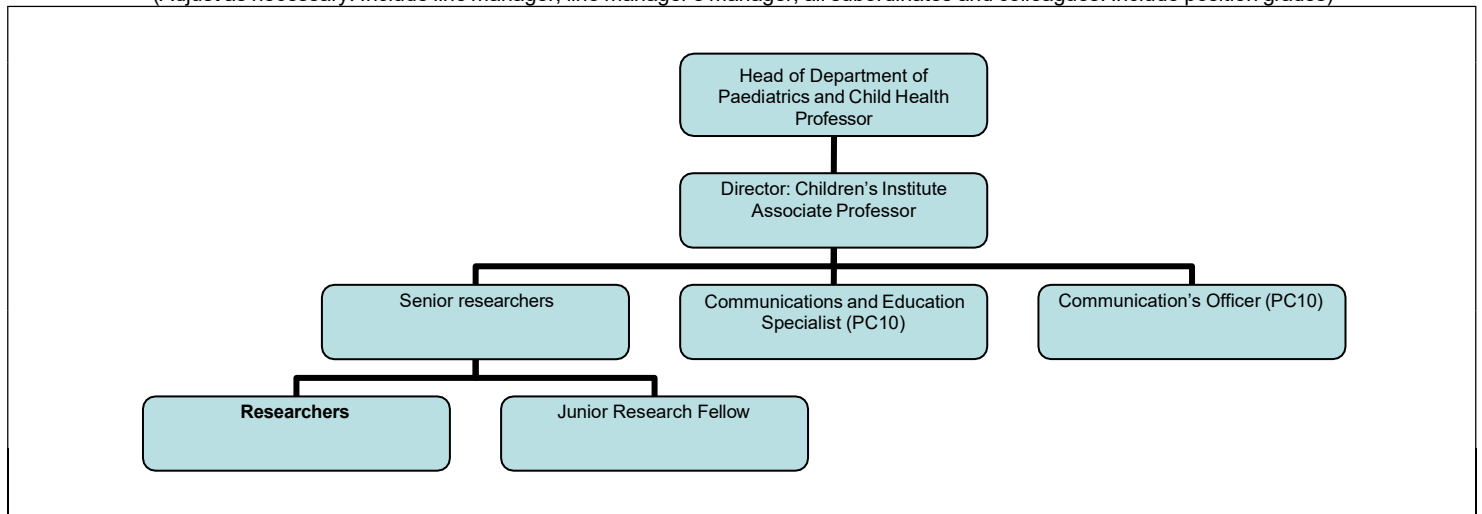
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Officer		
Job title (HR Practitioner to provide)			
Position grade (if known)	Research officer/lecturer	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Paediatrics and Child Health		
Division / section	Children's Institute		
Date of compilation	3 October 2024		

ORGANOGRAM

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



PURPOSE

The main purpose of this position is:

To implement research projects as required by The Children's Institute through project management, data collection, data management and data analysis. Contribute to the conceptualization of new research areas and the development of ethics and funding proposals for collaborative and independent research projects. Participate in other research and education activities and advocate to advance the position of children in South Africa.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Research and project management	70%	<ul style="list-style-type: none"> Carry out and lead/co-lead research projects linked to the CI's mission and the core interdisciplinary research focus areas for the unit. Fieldwork, conducting interviews, capacity-building at community level, and with other civil and state stakeholders, across South Africa. Conduct reviews, qualitative, quantitative and mixed-methods research Develop research proposals and related ethics protocols Data collection, management and analysis, as well as writing up findings in the form of reports, journal articles, policy briefs etc. Co-author or lead independent or collaborative research grant proposals and ethics applications. 	<ul style="list-style-type: none"> Project activities successfully planned for and implemented as needed Produce an annual progress report with at least one - two planned research outputs per annum, linked to the research project Assist with drafting research-related outputs for related projects being executed by the Unit. Draft and submit necessary ethics applications for own and related projects being executed by the Unit. Develop grant protocols, SOPs etc. as required Grant proposals related to core research focus areas of the CI to secure funding for continued research through independent grants
2	Knowledge translation and advocacy	10%	<ul style="list-style-type: none"> Translate research findings into research articles, research/policy briefs, training materials, technical submissions or publications, including for the South African Child Gauge Assist with organising and facilitating CI workshops with partner organisations, dissemination and engagement activities Presentation, report writing and publication of research findings 	<ul style="list-style-type: none"> Disseminate research findings to relevant stakeholders Maintain positive, mutually supportive relationships with internal and external stakeholders and decision-makers. Present research findings at minimum one local or international research or academic meeting/ conference yearly
3	Teaching and supervision	10%	<ul style="list-style-type: none"> Contribute to teaching through student supervision, seminars and support with courses/ workshops/training offered by the Unit Assist with supervision and mentorship of more junior staff (field workers), interns and students 	<ul style="list-style-type: none"> Co-supervise at least one postgraduate student on work related to the core project Participate in or assist with delivering at least two seminar/course/workshop/training events offered by the Unit per annum Conduct/convene at least one learning lab for CI staff per annum

4	Leadership, management and administration	10%	<ul style="list-style-type: none"> • Work with the PIs and administrators to ensure the smooth running of research tasks, including but not limited to: <ul style="list-style-type: none"> ○ making travel arrangements, ○ maintaining project files, ○ organizing meetings of the advisory group, etc. ○ Contribute to organizational support e.g. taking minutes of staff meetings • Submit timesheets and projects updates on a regular basis to PIs • Report on project progress to funders • Assist in the identification of research funding opportunities • Assist with reporting to funders for related projects • To liaise with study team members from data collection through to write up, finance and procurement offices for administration of financial aspects of research projects, and with Contract and Innovation Office for grants and research projects. • Participate in CI organisational administrative and strategic processes. 	<ul style="list-style-type: none"> • All allocated organizational and research and administrative tasks are completed timeously and to a high standard
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MINIMUM REQUIREMENTS

Minimum qualifications	Masters degree in public health, health sciences, psychology, social sciences or related discipline			
Minimum experience (type and years)	<ul style="list-style-type: none"> At least 3 years of non-degree related experience working in social sciences or public health research in low-resource settings. Prior experience working as part of a multi-/interdisciplinary research team Experience and a proven interest in working with vulnerable groups - specifically women and children Demonstrable experience in conducting literature reviews, conducting and managing qualitative and quantitative data collection (including fieldwork), data management and analysis; this may include postgraduate studies research experience. Experience in teaching and training at university, practitioner development, or community levels 			
Skills	<ul style="list-style-type: none"> Evidence of prior research publications, including as lead author, suitable to their career stage Evidence of presentations at scientific and/or academic conferences or similar events Strong verbal and written communication skills, including the ability to interact successfully with individuals across various levels, within and external to the organisation. Ability to produce high-quality research outputs for different audiences. The ability to work both independently and as part of an interdisciplinary research team. Ability to analyse quantitative and/or qualitative research findings, preferably through Computer Assisted Data Analysis tools (i.e. NVivo, Stata, etc.) Ability to meet project deadlines and deliver work of high quality Ability to work with colleagues locally and international and willingness to travel occasionally for work An uncompromising attitude to meeting deadlines without sacrificing quality and possessing a high level of honesty and integrity in managing research data. Ability to execute basic financial administration and management of research projects 			
Knowledge	Demonstrable knowledge and/or experience in any of the following areas: maternal and child health, early childhood development, childhood disability, children's participation (voice and agency), social sciences, violence against women and children, health systems and policy, implementation science, public health.			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	<p>Ability to handle cash and finances related to project with honesty</p> <p>Proficiency in at least one SA language other than English</p> <p>Advantageous</p> <ul style="list-style-type: none"> Experience in developing research policy briefs and other similar communication materials Experience in teaching / training and/or postgraduate supervision Management of research grants including reporting to funders Previous experience with international, multi-partner research collaborations Experience in using research evidence to influence policy and practice Driver's licence required 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking – Problem solving	2	Teamwork - collaboration	2
	Adaptability/ flexibility	2	Conceptual thinking	2
	Communication in writing and verbal	2	Creativity and innovation	2
	Building Interpersonal Relationships	2	Planning and organizing – work management	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; student supervision

Decisions which can be made	To be set out and decided with line manager and PIs
Decisions which must be referred	Most decisions need to be consulted on with line manager and PIs

CONTACTS AND RELATIONSHIPS

Internal to UCT	Reports to line manager and project PIs
External to UCT	CI advocacy networks, research partners and government officials