

NOTES

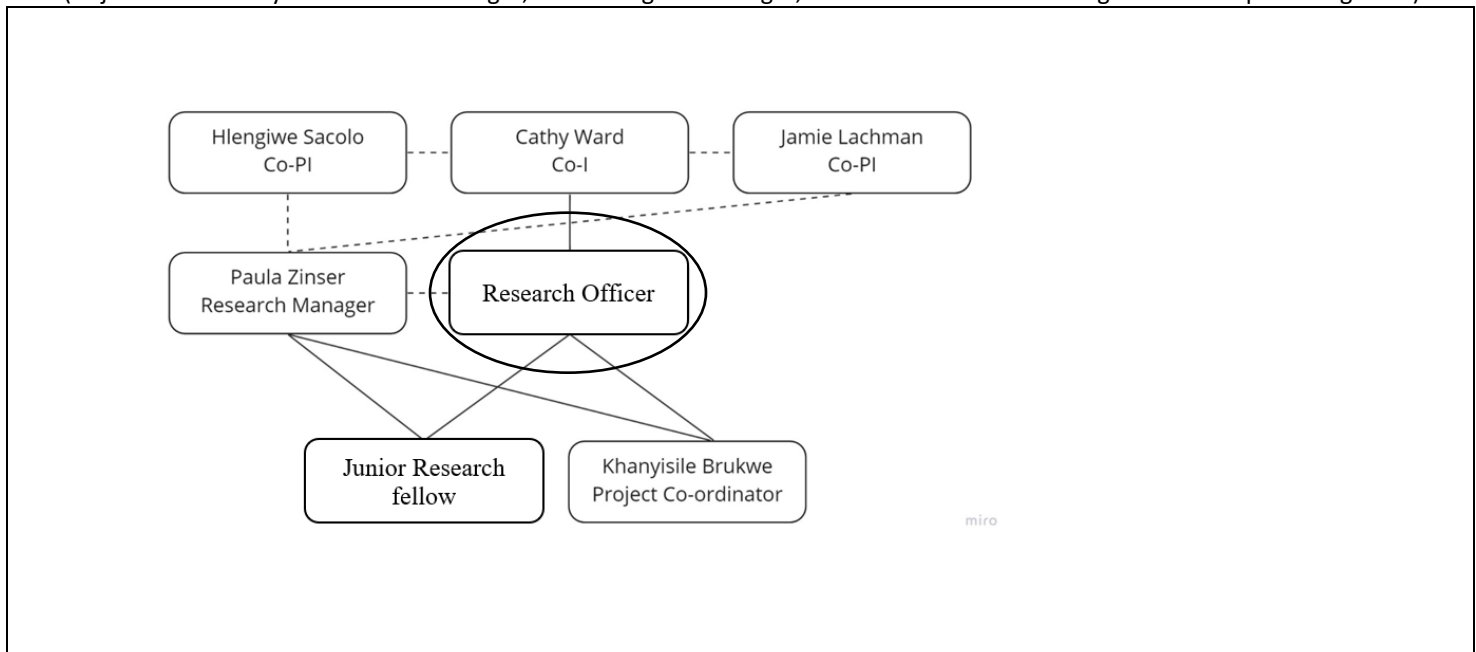
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	ParentText Research Officer		
Job title (HR Practitioner to provide)			
Position grade (if known)	Research Officer (Lecturer)	Date last graded (if known)	
Academic faculty / PASS department	Humanities		
Academic department / PASS unit	CSSR		
Division / section			
Date of compilation	26/01/2023		

ORGANOGRAM

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



PURPOSE

The Research Officer will be a central member of the Parenting for Lifelong Health (PLH) ParentText team, with extensive amounts of independent work and responsibility within the project. The purpose of this position is to conduct and contribute to research on ParentText optimisation and evaluation in South Africa. The Research Officer will work as part of an international research team to optimise the engagement, effectiveness, and cost-effectiveness of a chatbot-led parenting programme within the context of existing government service delivery in South Africa: <https://globalparenting.org/parenttext-optimisation-and-evaluation-in-south-africa>. This ambitious project, which fits within the Global Parenting Initiative (GPI): <https://globalparenting.org/parenttext> will include a mixed methods randomised controlled trial (RCT; N = 2000 caregivers). The study will be conducted in collaboration with the University of Oxford, NGO partners, including Clowns Without Borders South Africa (CWBSA), IDEMS International, UNICEF South Africa, and the South African government. It is funded through the LEGO Foundation and partners include IDEMS International, Clowns Without Borders South Africa, and UNICEF.

The appropriately qualified and experienced Research Officer will join our collaborative and innovative team on a full-time basis and play a central role in the success of this work. Their main responsibility will be to support the co-ordination and implementation of the

research study, including data collection, management, and analysis, as well as reporting. The appointed candidate will also work with a team that is based within and outside the University of Cape Town engaged in a linked set of studies as part of the Global Parenting Initiative (GPI). The GPI aims to meet the urgent need for scaled-up and sustained evidence-based interventions that promote playful parenting and learning through play and prevent sexual, physical, and emotional violence against children in the Global South. The postholder will be line managed by the study Research Manager.

The post holder will lead critical project management activities for the project as a whole – including in the implementation and evaluation of the chatbot, via a randomised controlled trial conducted in Mpumalanga, South Africa. In addition to working with colleagues based at UCT, they will also collaborate and coordinate with administration and research staff at the University of Oxford as well as in-country implementing partners (CWBSA, Mothers2Mothers), technical team (IDEMs International) and global partners (UNICEF). Project financial management, fieldwork support, ethics compliance as well as donor management and reporting will be central to the role. Additionally, the postholder will lead the development of a monitoring and evaluation (M&E) system for the application.

Crucially, this is an academic post, and the incumbent will be expected and supported to publish academic papers, and to explore other opportunities (such as supervising postgraduate students) as they arise.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1.	Project and staff management	15%	<ul style="list-style-type: none"> Lead project and staff management activities across the ParentText project. This includes creating an internal communication strategy, developing and updating project plans, and recruiting and effectively managing research assistants and volunteers working on the project together with the Research Manager. Manage and coordinate activities and processes, including RCT preparation and stakeholder engagement. Monitor progress and work with sub-teams to make strategic adjustments to activities as necessary. Provide project updates on a regular basis to PIs and various stakeholders about progress. 	<ul style="list-style-type: none"> The ParentText is well-supported and there is efficient communication within and between team members. All team members are aware of the project plan and activities are completed against set timelines. Research assistants and volunteers are well-managed and produce output of a high standard. Workplan is implemented in a timely and quality manner.
2.	Financial and grant management	15%	<ul style="list-style-type: none"> Prepare, coordinate and manage project contracts, sub-agreements, and budgets with the support of the UCT and Oxford-based Finance Officers and UCT Operations Manager. Prepare, coordinate and monitor project compliance relating to data management and sharing with the support of the Data Management Team and other university structures. This includes DPIAs, data management plans, data sharing agreements etc. Ensure that spending is in line with policy, approved plans and funder reporting requirements. Contribute to regular reporting to the funder and stakeholders. Support with grant writing and fundraising. 	<ul style="list-style-type: none"> Project spending is aligned with the budget and funder requirements. Contracting and financial milestones and deliverables met. Necessary DPIAs, data management plans and data sharing agreements are in place.

3.	Monitoring and Evaluation (M&E)	30%	<ul style="list-style-type: none"> • Together with the Research Manager work on the implementation of an integrated monitoring and evaluation system and framework • Ensure the M&E system is well documented and shared with relevant staff and stakeholders (UNICEF and others). • Based on background research and ongoing monitoring, continuously review and recommend changes to improve the system. • Collate and share M&E data, as appropriate, for dissemination, reporting, at webinars, meetings etc. 	<ul style="list-style-type: none"> • An effective monitoring and evaluation system is designed, implemented and maintained for the ParentText project.
4.	<p>Research activities:</p> <ul style="list-style-type: none"> • Research design and coordination • Fieldwork support and coordination • Ethics • Research outputs 	40%	<ul style="list-style-type: none"> • Lead the writing of mini-protocols for new data collection tasks, including fieldwork data collection protocols. • Support the research team with various research-related tasks including research design and coordination, protocol drafting and editing, tool development, user recruitment and engagement etc. • Lead on a sub-research area of interest within the project, and contribute to overall research outputs including first-authored papers related to this work. • • Draft and present research results at webinars, seminars, conferences and workshops locally and internationally. • If the post holder does not hold a PhD, they must plan, register for, and complete their PhD, meeting deliverables as agreed to with their supervisor(s) • If the post holder holds a PhD, they should continue to publish and lead on work a level commensurate with their career stage • Lead aspects of data analysis and writing of both first-authored and team-authored publications 	<ul style="list-style-type: none"> • Effective communication of study findings. • Manuscripts drafted and submitted successfully. • Support offered in the drafting of reports and policy briefs for specific stakeholders. • Development of the Research Officer's portfolio of academic skills and achievements, commensurate with their professional stage and experience to date • PhD candidates would demonstrate steady progress toward their PhD. • PhD holder's publication record would reflect progress toward and the completion of both new lead authored and co-authored publications annually. • • Reports to donors and ethics committees are of a high-quality and submitted on time. Positive relationships with donors are maintained.

MINIMUM REQUIREMENTS

Minimum qualifications	<p>Required: Master's degree or higher postgraduate degree in quantitative social sciences and/or public health</p> <p>Advantageous:</p> <ul style="list-style-type: none"> • PhD in relevant social science discipline, If the post holder does not hold a PhD they will be encouraged and supported to enroll for their studies. 			
Minimum experience (type and years)	<p>Required:</p> <ul style="list-style-type: none"> • Three years of experience working within project management and monitoring and evaluation • Experience working in project management at academic, research, or non-governmental institutions. • Experience in conducting fieldwork within resource-constrained environments. • Demonstrable proficiency in quantitative data analysis (e.g., using R programme) • Demonstrable proficiency in qualitative data analysis (e.g., using thematic analysis, framework analysis, NVivo etc.) <p>Advantageous:</p> <ul style="list-style-type: none"> • Experience in working in multiple settings on the African continent. • Experience in being involved in the grant writing process • Experience in study or data collection management 			
Skills	<p>Required:</p> <ul style="list-style-type: none"> • Experience with monitoring and evaluation • Strong project coordination skills and experience • Excellent English communication skills, including the ability to write for publications, present research findings and results, and interact with the wider academic, stakeholder, and policy communities as evidenced by a publication track record in reputable journals or major presses, commensurate with the career stage. • Excellent intercultural communication, presentation and writing skills in English. • Excellent organisational, administration, and leadership skills • The ability to work independently and as part of a team, to multi-task, and to operate in a deadline driven environment. <p>Advantageous:</p> <ul style="list-style-type: none"> • Prior involvement in parenting research or work 			
Knowledge	<p>Required:</p> <p>Knowledge of digital based behavior change interventions or implementation tools.</p> <p>Knowledge of evidence-based programming and practice.</p> <p>Knowledge of monitoring and evaluation within behavioural interventions and large-scale implementation.</p>			
Professional registration or license requirements	N/A			
<ul style="list-style-type: none"> • Other requirements • (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.) 	<ul style="list-style-type: none"> • Honesty to handle cash and finances. • Valid work authorisation for South Africa. 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking/problem-solving	2	Results focus	2
	Communication	2	Conceptual thinking	2
	Teamwork/collaboration	2	Creativity and innovation	2
	Planning and organising/work management	2	Conceptual thinking	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Project management of the ParentText Project
Amount and kind of supervision received	Weekly supervision
Amount and kind of supervision exercised	Supervision and line management of Research Assistant.
Decisions which can be made	Decisions relating to any of the core tasks listed above.
Decisions which must be referred	Decisions related to changes to the budget or those that have implications for HR must be referred.

CONTACTS AND RELATIONSHIPS

Internal to UCT	UCT Line Manager and Operations Manager for additional support, Prof. Catherine Ward.
External to UCT	Oxford-based supervisor, Associate Professor Jamie Lachman.