

HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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NOTES

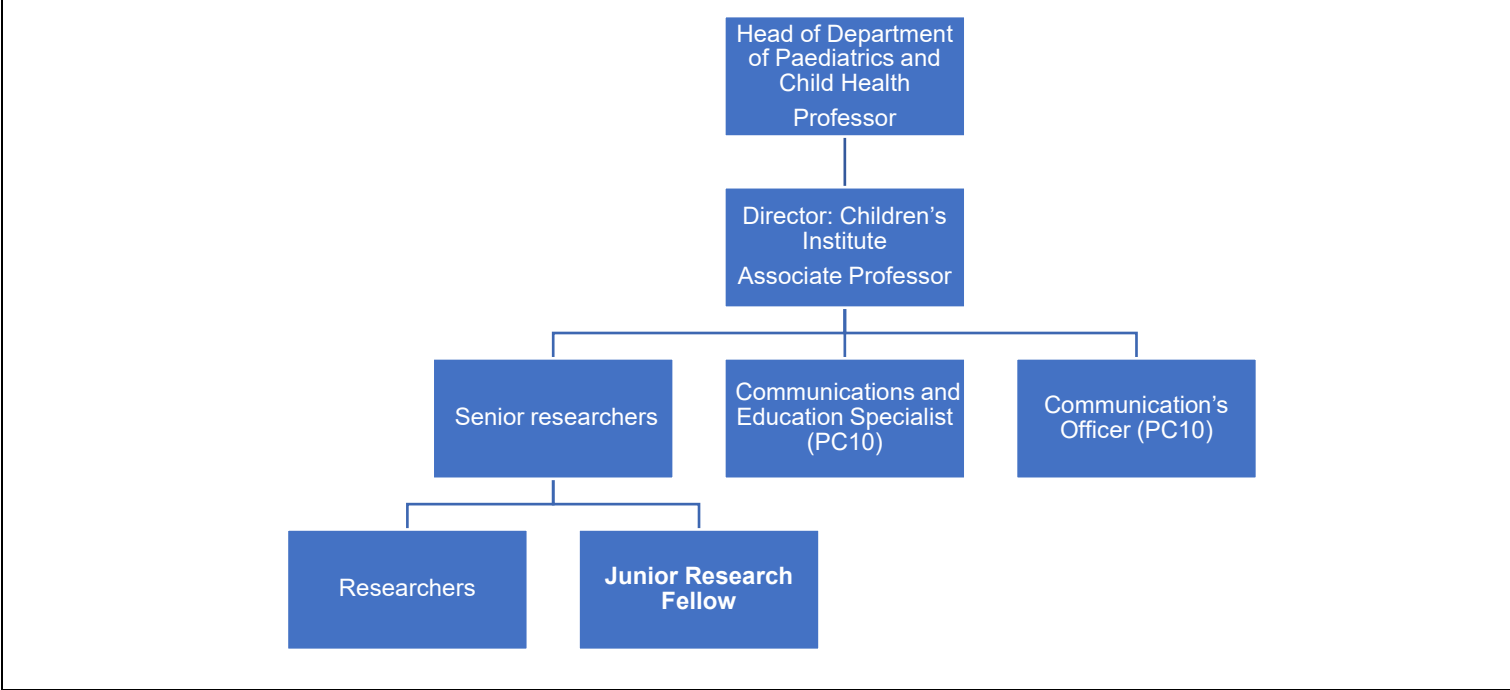
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Junior Research Fellow		
Job title (HR Business Partner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Department of Paediatrics and Child Health		
Academic department / PASS unit	Children's Institute		
Division / section			
Date of compilation	26 February 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:

The CI has a demonstrated history of developing, implementing, and managing interdisciplinary research interventions across South Africa to promote early childhood development and to address violence against women and children. This post will enable the development of this much-needed evidence base to inform national policy and programmatic shifts related to violence prevention interventions for women and children. This formative research will also serve to inform further work on the development and testing of contextual violence prevention interventions for children during the first 1000 days in South Africa, which will be relevant to other low- and middle-income countries (LMIC), as well as regional settings in Africa. We propose upskilling a JRF within a project that focuses on the development and implementation of violence prevention interventions integrated and delivered through the health system for early childhood development, using a lifecourse approach.

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 a research project linked to the CI's mission and the core interdisciplinary research focus for this post. 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 a research proposal and related ethics protocol 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 research grants applications, that includes the cost of their annual salary to facilitate continued employment at the CI post-award. Writing and submitting a research grant related to the core research focus, starting in the first year of appointment, with the aim to secure funding for continued research through independent grants 	<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 to secure funding for continued research through independent grants
2	Knowledge translation and advocacy	10%	<ul style="list-style-type: none"> Assist with Child Gauge (the 2024 Gauge will potentially focus on the intersections of VAC and VAW) activities (writing of case studies, peer review processes, engagement, and dissemination activities) 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 Masters and/or PhD 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 the 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	PhD in public health, maternal and child health, psychology, social sciences or related discipline			
Minimum experience (type and years)	<ul style="list-style-type: none"> • Minimum of 2 years research experience, excluding PhD-related experience • Prior experience working as part of a multidisciplinary 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 a researcher at their career stage • Evidence of presentations at scientific and/or academic conferences or similar events • Strong verbal and written communication skills • 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 qualitative research findings through Computer Assisted Data Analysis tools (i.e. NVivo, Stata, etc.) • Ability to meet project deadlines and deliver work of high quality • Ability to handle cash and finances related to project 			
Knowledge	<ul style="list-style-type: none"> • Substantive knowledge in any of the following areas: maternal and child health, early childhood development, violence against women and children, health systems and policy, implementation research, violence prevention and public health. 			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Advantageous <ul style="list-style-type: none"> • Experience in postgraduate supervision and training • Experience in grant writing • Experience in developing research policy briefs and other similar communication materials • Ability to produce high-quality research outputs for different audiences • A valid Driver's license • Research experience post-PhD submission 			
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 independently, timeously and to a high standard
Amount and kind of supervision received	Regular (at least weekly or more as 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