

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

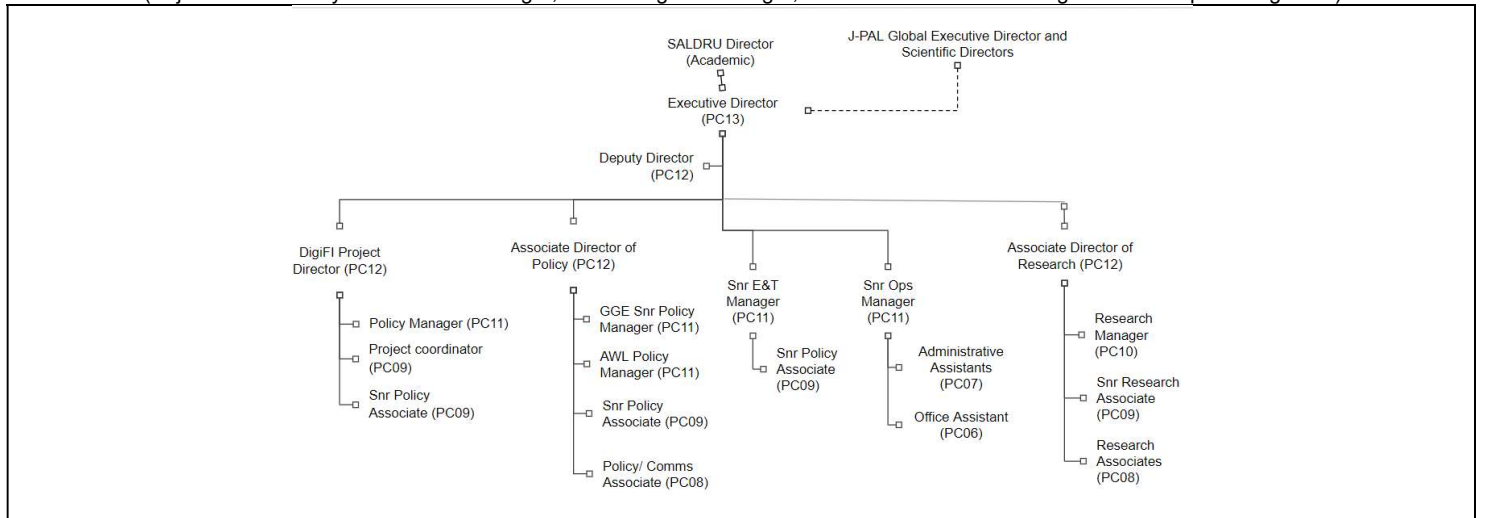
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Associate Director of Research		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC 12	Date last graded (if known)	
Academic faculty / PASS department	COMMERCE		
Academic department / PASS unit	SCHOOL OF ECONOMICS		
Division / section	SALDRU/J-PAL		
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 this position is to oversee and lead the research division of J-PAL Africa. This involves overseeing the implementation of randomised evaluations in South Africa, ensuring that these studies are run to a high standard, including overseeing the hiring, training and management of the research staff who run or work on these evaluations, with direct management of management-level research staff. The position additionally involves growing the network of researchers engaging with J-PAL Africa, with a focus on African researchers; developing new research opportunities for J-PAL Africa researchers; and working closely with a range of stakeholders – notably PIs, policymakers and J-PAL staff from other divisions and regions – on research generation, implementation and dissemination, and on technical training.

CONTENT

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1 Help set the vision and strategic direction for the Research Team	15%	Oversee definition and implementation of J-PAL Africa's research strategy	<ul style="list-style-type: none"> A strategy for J-PAL Africa's research team is defined, agreed with relevant stakeholders and periodically updated A framework or system is created/used for operationalising the strategy Significant progress is made towards implementing the strategy's key aims
2 Manage research team	10%	<ul style="list-style-type: none"> Hire, train, and supervise research manager(s) who are tasked with overseeing research projects Plan strategically for the team long term Develop plans for onboarding new staff Create feedback system for new staff Support staff in individual goals 	<ul style="list-style-type: none"> J-PAL Africa has a stable, growing, high-delivery research team. Overall ability, accuracy, and productivity of the research team continually increased Research staff are motivated and growing through professional development opportunities.
2 Oversee J-PAL Africa's research projects	30%	<ul style="list-style-type: none"> Directly support the work of research manager(s) in the management of projects, resources (budgets and people) and stakeholder relations (esp. PIs, funders, implementing partners). Indirectly support other research staff (research associates, interns, project associates and other field staff). Ensure excellent standards are maintained in J-PAL Africa research work, particularly the J-PAL minimum must-dos and data quality procedures Plan, manage and implement project budgets for the entire portfolio of impact evaluations at J-PAL Africa Hold periodic check-ins with PIs to understand and resolve high-level research team issues. Be available and responsive to troubleshooting on pressing challenges e.g. safety, study risks arising in field. 	<ul style="list-style-type: none"> J-PAL research standards are met or exceeded for J-PAL Africa projects, particularly in terms of data quality, integrity of research design, ethics and data security. J-PAL research projects are well-managed. Each project's budget is spent and used as planned or deviations are identified and reported early. Good relationships with partners, PIs and funders are built and maintained.

3	Project development	35%	<p>Researcher engagement</p> <ul style="list-style-type: none"> Expand the network of researchers actively engaging with J-PAL Africa (e.g. running projects through the office), with a focus on African researchers and collaborations with African universities <p>Study development</p> <ul style="list-style-type: none"> Identify potential researchers to work with J-PAL Africa, support them in identifying research opportunities (e.g. connection to prospective partners), study design as necessary and fundraising Explore funding opportunities <p>Partners</p> <ul style="list-style-type: none"> Proactively seek out or respond to potential partners on specific research questions in collaboration with J-PAL Africa Policy team Identify and discuss potential research design options Share learnings and build recognition of our local work in external settings and among potential partners / stakeholders Capacity building: Provide focused advice and support to prospective evaluators or implementers on how to approach their impact evaluations. 	<ul style="list-style-type: none"> J-PAL Africa maintains a steady and expanding stream of research projects in a growing number of sectors (labour, education, health, etc.) and with an increasing set of J-PAL affiliated researchers J-PAL Africa fosters new, sustaining engagements with researchers, universities, and partners located within South Africa or on the continent New research project opportunities are technically sound, with feasible research design
4	Mentoring J-PAL African Scholars	5%	<ul style="list-style-type: none"> Mentor 2-3 African scholars participating in one of J-PAL's initiatives per year. Review proposals to J-PAL initiatives of mentee African scholars Mentor scholars throughout the project, on design, implementation (including data collection), analysis and paper writing Review public write ups of mentees' work Hold office hours for African scholars 	<ul style="list-style-type: none"> African scholar mentees receive hands-on mentorship and successfully execute projects Non-mentees build research expertise through office hours

5	Capacity building of J-PAL staff and external audiences	5%	<ul style="list-style-type: none"> • Lecture at J-PAL training courses, with a focus on those for African researchers and practitioners • Develop technical skills of research staff • Serve as a technical resource for J-PAL Africa staff 	<ul style="list-style-type: none"> • Technical capacity of J-PAL Africa staff increases • High quality lectures delivered annually at J-PAL training courses • Technical capacity of J-PAL training participants, particularly those of potential research and policy partners, increases
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MINIMUM REQUIREMENTS

Minimum qualifications	A Masters in Public Policy or Economics or another similar social science including graduate level courses in econometrics/ statistics, microeconomics and development economics. PHD strongly preferred			
Minimum experience (type and years)	<ul style="list-style-type: none"> • A minimum of seven years of relevant work experience • Experience developing research projects (including research design and collaborating with a PI team) and successfully fundraising for these • Experience conducting field research in developing countries and experience conducting randomised evaluations • Demonstrated ability to conduct rigorous quantitative research • Experience in data cleaning, analysis or other programming conducted in Stata and/or R • Experience managing research projects • Demonstrated people management experience (including managing staff at multiple levels), ideally including managing a survey team in a developing country • Experience in managing relationships with multiple stakeholders from different institutions or departments • Experience writing and managing budgets • Proven ability to handle multiple diverse assignments at one time, successfully complete assigned tasks and meet deadlines while conducting high-quality work 			
Skills	<ul style="list-style-type: none"> • Advanced writing and oral presentation skills in English, particularly the ability to communicate technical research considerations to policymakers in a non-technical manner • Strong skills in data analysis and programming using Stata and/or R, including task automation • Strong skills Excel, Word, PowerPoint and a range of data collection software • Ability to learn new software/ programming technologies • Partnership building and conflict resolution • Project management and organisational skills • Ability to think strategically and institutionalise new practices across several teams 			
Knowledge	<ul style="list-style-type: none"> • Strong understanding of development economics, impact evaluation methodology, randomised evaluations, statistics, microeconomics and econometrics • Understanding of quantitative data collection best practices and tools • Ethics of conducting research with human subjects 			
Professional registration or license requirements	Not required			
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 or finances • Driver's licence • Ability to travel regularly within South Africa • Ability to travel to other countries 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / problem solving	3	Communication	4
	Adaptability / flexibility	3	People management	3
	Building partnerships	3	Individual leadership	3
	Professional knowledge and skill	3	Quality commitment	3

SCOPE OF RESPONSIBILITY


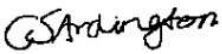
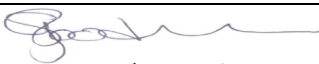
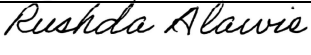
Functions responsible for	Overseeing implementation of J-PAL Africa research studies Managing research staff who conduct the implementation of these studies, relevant stakeholders and resources, with direct management of higher level research staff. Identifying and exploring opportunities for new research studies Contributing to dissemination efforts for completed studies Improving research methods and practices for J-PAL Africa
Amount and kind of supervision received	Managed by J-PAL Africa Executive Director, research projects led by Principal Investigators

Amount and kind of supervision exercised	Directly hires, trains and manages research managers and equivalent. Oversees and supports management of their project staff, including (senior) research associates, (senior) project associates, interns and enumerators
Decisions which can be made	<ul style="list-style-type: none"> • Methods of project and resource management • People management styles, structures and performance management • Method/content of data quality checks, data collection tools and processes • Sizes and position structures of field teams • Most project spending decisions • Quantity and content of staff training • Content, frequency and type of engagement with most stakeholders for existing or exploratory work • Research improvement projects to pursue
Decisions which must be referred	<p>The following decisions are made jointly with the Executive Director, PIs or other divisions, other J-PAL directors as required, and the position holder.</p> <ul style="list-style-type: none"> • Final decisions on undertaking new studies • Final hiring recommendations for research managers and above • Major project spending decisions (e.g. external training courses, new office space rental) • Re-allocation of core research staff between projects • Major new workplans (e.g. on administrative data) • Contract finalisation, major MOUs, etc. <p>Drafts/proposals of core academic outputs (e.g. power calculations, pre-analysis plans, study design options, etc.)</p>

CONTACTS AND RELATIONSHIPS

Internal to UCT	<p>Reports to J-PAL Africa Executive Director</p> <p>Works with J-PAL Africa research, policy, training and operations teams</p> <p>Works with UCT researchers (existing PIs, prospective PIs or other researchers with shared interests), UCT HR, UCT Finance, UCT RCIPS</p>
External to UCT	<p>J-PAL Affiliated researchers (mostly professors) and other PIs from around the world</p> <p>J-PAL Global and regional offices</p> <p>Other researchers (not in PI functions) in South Africa</p> <p>Policymakers (government officials, development partners, NGOs, etc.), primarily in South Africa</p> <p>Donors (generally international)</p>

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Line Manager	Ntombi Mbasa (interim)			05/10/2023
HOD	Cally Ardington			03/10/2023
Dean / ED	Suki Goodman		2472	06/10/2023
HR Practitioner	Rushda Alawie			06/10/2023

COMPLETING A POSITION DESCRIPTION

HR191

When do I use this form?

A position description is the basis of the employment contract between UCT and a staff member. It describes:

- the purpose of the position
- the position content
- where the position fits into an organisational structure
- the principal accountabilities, roles and responsibility of the position holder
- the minimum requirements needed of the position holder

A position description must be completed for all positions at UCT, both academic and PASS.

This form is completed, or reviewed and amended, when:

- a position is new, before recruitment
- substantive functions are added or removed from a position
- the position holder is new

This form is used as the basis for:

- recruitment
- performance management
- performance development

Note

- This position description informs many other human resources and people management processes.
- This position description is a living document and must be reviewed and updated regularly, preferably every 3-4 years.
- This position description is a summary of the typical functions of the position, but is not an exhaustive or comprehensive list of all possible position tasks and duties. UCT is entitled to instruct the position holder to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the position description, or in accordance with operational requirements.

How do I complete this form?

- The position description indicates the requirements of the position in relation to the organisation, not the person. Describe the position, not the position-holder.
- The position description describes the position, not the performance required.
- The position description denotes a clear description of the position that is observable.
- Describe the position as is, not as imagined or as it could or should be done.
- Assume proper and competent performance of the position -holder.
- Examine typical incidents that occur in the position. Disregard any unlikely events or once-off incidents.
- Give careful consideration to employment equity legislation and take great care not include anything that could be deemed as discriminatory.

Complete all fields as follows:

Position title	The label or name of this position. Consideration is given to other titles in the department and to standard UCT position naming conventions. The latter are obtainable from your HR Practitioner , from the UCT Jobs Catalogue.
Job title (HR Practitioner to provide)	The SAP position title of this post. Obtainable from your HR Practitioner , from the UCT Jobs Catalogue.
Position grade	The current position grade of this position, if it exists (if known).
Date last graded	The date on which the position was last graded, if it has been graded (if known).
Academic faculty / PASS department	The academic faculty / PASS department in which the position sits.