

NOTES

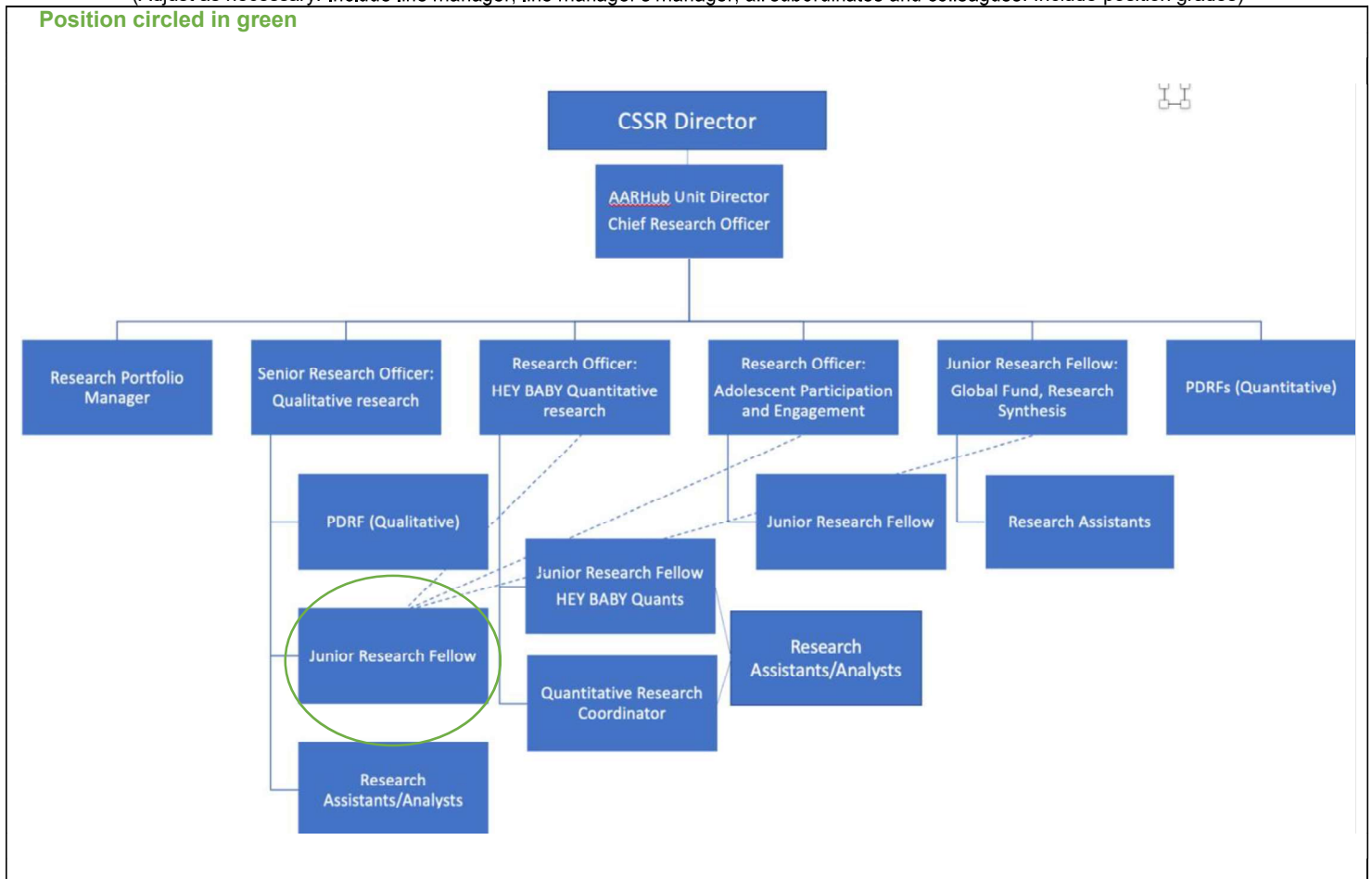
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Junior Research Fellow		
Job title (HR Business Partner to provide)			
Position grade (if known)	JRF	Date last graded (if known)	
Academic faculty / PASS department	Humanities		
Academic department / PASS unit	Centre for Social Science Research		
Division / section	Adolescent Accelerators Research Hub		
Date of compilation	April 2024		

ORGANOGRAM

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



PURPOSE

The purpose of this position is to conduct, contribute to and support adolescent health and well-being research, including research on adolescent mothers and adolescents living with and affected by HIV, housed within the Adolescent Accelerators Research Hub (AARHub), a unit of the Centre for Social Science Research (CSSR). This Junior Research Fellow will contribute to the portfolio of the Hub's research (which uses quantitative and qualitative/participatory research methods), and will co-lead a component of an adolescent focused research project, using relevant method/s.

This JRF will work closely with the Principal Investigators, senior academic and operational colleagues in our unit and at UCT, and the wider project team (including international partners) to support the design and coordination of research activities. The main tasks include (but are not limited to): support of research conceptualization, data collection, analyses, management, mentorship and supervision of research assistants and students (as needed), support for grant reporting and applications, and research dissemination.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<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	Research conceptualization, design and coordination	30%	<ul style="list-style-type: none"> Participate in the conceptualization of research design and coordination, as needed, including drafting research protocols and piloting and implementation of data collection activities. Co-lead a specific component of an adolescent-focused research project. Support project and unit activities/ processes, including logistics; meetings; data collection, analysis and storage; staff training; and capacity building/sharing. Support the Eastern Cape-based research team or students doing research at the CSSR with tasks that may include training, quality control, and dissemination. Support, as needed, ethics applications and renewals for various projects in partnership with UCT colleagues Any other key research, administrative and/or logistical support to the UCT research management team deemed necessary to facilitate the research team activities 	<ul style="list-style-type: none"> Support provided to senior colleagues for the writing of research and funding proposals. Co-supervise and/or lead supervise and support fieldwork for postgraduate students affiliated with the research team, with support from PIs, lead investigators. Necessary logistics and processes are in place to allow for the smooth running of research activities Strong working relationship with the project research team and partners. Ethics applications and renewals coordinated timeously and accurately. Development of the post-holder's portfolio of academic skills and achievements, commensurate with their professional stage and experience to date.
2	Data collection, analyses and management	25%	<ul style="list-style-type: none"> Coordinate and participate in qualitative/participatory and/or quantitative data collection activities, including (for example) interviews, focus groups and workshops (qualitative/participatory) and surveys (quantitative) Oversee data management and quality control processes, including updating and optimisation of protocols and data management plans for data collection, storage, management, sharing, and analyses. Co-lead and conduct data analysis on adolescent health and well-being research projects. Oversee and manage the use of software, including Dedoose/Nvivo (Quals) and Stata/R (Quants). 	<ul style="list-style-type: none"> Data collection activities successfully coordinated, piloted and implemented. Data management and quality control processes are completed and in line with POPIA and GDPR regulations. Analyses performed as agreed with study PI's/co-PI's. Researchers have access to and are able to use software. Sensitive datasets handled ethically and appropriately.

3	Research communications and dissemination	20%	<ul style="list-style-type: none"> • Lead or contribute to literature reviews on pre-agreed topics to contribute to data collection, analysis and publications. • Contribute and/or lead on the write up of project research findings, including research reports, briefs, and journal articles for both research and non-research audiences. • Draft and present research results at webinars, seminars, conferences and workshops locally and/or internationally and to a variety of stakeholders. 	<ul style="list-style-type: none"> • High-quality literature reviews completed in a timely manner. • Manuscripts drafted and submitted successfully. • Conference abstracts submitted and oral/ poster presentations given. • One annual CSSR seminar a year delivered. • Effective communication of study findings at a variety of levels.
4	Coordination, capacity building and supervision	15%	<ul style="list-style-type: none"> • Coordinate research management meetings as needed, tasked by PIs/co-Is. • Attendance and participation at all required project meetings and events. • Facilitating and supporting ongoing training for research team staff (UCT and Eastern Cape-based teams) on topics as needed, e.g data collection, data analysis. • Supporting in the recruitment and onboarding of new research assistants, including competency assessment drafting and grading and participation in selection committees. • Management of research assistants (part-time or full-time) as needed. 	<ul style="list-style-type: none"> • Meeting agendas and notes developed and circulated timeously • Successful assistance in recruitment, retention, and growth of project staff and students • Ongoing improvement and maintenance of personal skills, knowledge and working relationships. • Students successfully supervised and mentored.
5	Grant management and reporting	10%	<ul style="list-style-type: none"> • Contribute to regular reporting for the unit, centre, university and funders, including financial reporting for specific funders, as required • Routine reporting to Senior Research Officer/Research Officer and leadership on research activities and progress. • Contribute to/lead the drafting of funding proposals to secure funding for current and future research. 	<ul style="list-style-type: none"> • Timely narrative and financial reporting, in line with funder and university requirements. • Milestones of projects are met. • Senior research team is informed of work and progress.

MINIMUM REQUIREMENTS

Minimum qualifications	Required: <ul style="list-style-type: none"> • PhD in relevant social science discipline 			
Minimum experience (type and years)	Required: <ul style="list-style-type: none"> • Minimum 2 years' experience post PhD submission (e.g., as a postdoctoral research fellow) • Experience in conducting adolescent health research in low and middle-income contexts, including fieldwork, literature reviews, research project management, data analyses and report writing • Led qualitative/participatory AND/OR quantitative research (including data collection, analyses and writing) on adolescent health • Experience with qualitative/participatory AND/OR quantitative data analysis methodology • Experience coordinating qualitative/participatory AND/OR quantitative data collection activities • Publication track record in reputable journals or major presses, commensurate with the career stage Advantageous: <ul style="list-style-type: none"> • Experience facilitating training on research-related topics • Experience in writing funding applications and grant progress reports • The ability and willingness to teach and mentor colleagues and/or supervise students 			
Skills	Required: <ul style="list-style-type: none"> • Excellent oral and written English communication skills, including the ability to write for publications, and interact with the wider academic, stakeholder, and policy communities • Computer literacy in MS Office suite and familiarity with filesharing platforms • Quantitative AND/OR qualitative data analysis skills using appropriate software (e.g. Dedoose/Nvivo – Qualitative; Stata/R – Quantitative) • Excellent organisational and time management skills, including the ability to prioritise one's workload and produce accurate, detailed work within deadlines • The ability to work independently and as part of a diverse, international team, to multi-task, and to operate in a deadline driven environment • Presented at conferences, seminars and workshops, commensurate with career stage • Willingness to travel to meetings and deliver training in Africa and elsewhere Advantageous: <ul style="list-style-type: none"> • Advanced academic writing skills (e.g. writing first authored papers peer-reviewed publications) • The ability to interact successfully with internal and external partners at a variety of levels • Proficiency in a second South African language (for example, isiXhosa or isiZulu) 			
Knowledge	<ul style="list-style-type: none"> • Understanding of theories and evidence on adolescent health and well-being in the region, with a focus in South Africa • Theoretical and practical methodological expertise in either qualitative or quantitative method as a primary investigator (through PhD, Master's or post-doctoral research or as a co-investigator). 			
Professional registration or license requirements	NA			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	NA			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Adaptability/ flexibility	2	Teamwork/collaboration	2
	University awareness	2	Written skills	2
	Analytical thinking/ Problem solving	2	Communication skills	2
	Planning and organizing/ work management	2	Building interpersonal relationships	2

SCOPE OF RESPONSIBILITY



Functions responsible for	As outlined above
Amount and kind of supervision received	Supervision from AARHub Senior Research Officer/Research Officer and mentorship from peers

Amount and kind of supervision exercised	Line management of RAs and supervision of students as needed
Decisions which can be made	All routine decisions
Decisions which must be referred	All decisions with significant impact either on the team or to our work

CONTACTS AND RELATIONSHIPS

Internal to UCT	AARHub Director, SRO and other researchers AARHub and CSSR administrative/operations/finance staff
External to UCT	Administrative and academic colleagues in partner organisations around the world

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Direct Line Manager/Supervisor	Dr Jane Kelly			6 May 2024
Area Line Manager				
HOD	Prof Cathy Ward			2/5/2024
Dean / ED				
HR Business Partner				

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
- performance objectives are set during Development Dialogues.

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 Business Partner , from the UCT Jobs Catalogue.
Job title (HR Business Partner to provide)	The SAP position title of this post. Obtainable from your HR Business Partner , 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.