



## **RESEARCH OFFICER**

*(Two-year fixed term contract)*

**The Nelson Mandela School of Public Governance**

**Faculty of Commerce**

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### **Introductory paragraph**

The Nelson Mandela School of Public Governance (the Nelson Mandela School) seeks to appoint a Programme Coordinator on a two-year fixed term contract, starting soon. This is a varied and responsible position in a new and growing School. The school has developed a vibrant programme on Regional Integration and the African Continental Free Trade Agreement (AfCFTA). The policy-relevant research and executive education work undertaken over the past five years has positioned the school as a leading institution in this regard.

The role entails collecting and analysing trade, production, and investment data, conducting literature reviews and policy mapping, and contributing to the preparation of research reports, policy briefs, and working papers that inform AfCFTA implementation strategies. The Research Officer also assists with stakeholder consultations, case study development, and the documentation of best practices related to industrialisation and cross-border value chain integration. In addition, the position supports project coordination activities, contributes to capacity-building and executive education programmes, and helps translate technical research findings into accessible outputs for policymakers, development partners, and private sector stakeholders.

### **Requirements for the position:**

- A minimum of a master's degree (NQF 9) in Economics, International Trade, Development Studies, Public Policy, International Relations, or a related field.
- At least 2 years of research or policy analysis experience, including experience in data collection, literature reviews, report writing, and basic quantitative or qualitative analysis.
- Demonstrated understanding of the African Continental Free Trade Area (AfCFTA), regional integration processes, trade policy, or industrial development in Africa.
- Working knowledge of Africa's development, trade and investment, public policy debates and willingness to expand knowledge and skills in this area.
- Evidence of applied research reports, chapters in books, professional journals, and/or conference papers.
- Experience in managing research projects.
- Strong communication skills, verbal, written and presentations.
- Able to work independently as well as being a team player.
- Proficient with MS Word, Excel, and PowerPoint, Outlook suite and online document collaboration skills.
- Flexibility and ability to work under pressure.
- Experience in working with high-level officials and demonstrating discretion and diplomacy.
- Willingness to travel in Africa

### **The following will be advantageous:**

- Monitoring and evaluation
- Proficiency in one or more of the African Union languages (in addition to English).

### **Responsibilities:**

- Regional value chain research and policy analysis.
- Research planning, coordination and technical leadership.
- Data management and knowledge systems.
- Stakeholder engagement and knowledge exchange.
- Reporting, documentation and administrative support.

The 2026 annual cost of employment, including benefits, ranges between R509 626 and R974 126, depending on qualifications and experience.

**To apply**, please send your application to [NMSPG.Recruitment@uct.ac.za](mailto:NMSPG.Recruitment@uct.ac.za) in a single combined PDF. The subject of the email **must** quote the position name and reference number reflected on the advert.

Your application must include the following:

- A 1–2-page letter of motivation that speaks to the specific requirements of the position.
- HR 201 Application Form. The form may be downloaded from <https://forms.uct.ac.za/hr201.doc>
- A detailed Curriculum Vitae (CV), including a list of research outputs.
- Certified copies of ID/passport and academic qualification certificates.
- Three referee names which must include their title and name, position details, relationship to you, their e-mail address, and telephone number. References may be requested by UCT at any stage of the selection process.

Any inquiries for this position are to be addressed to [Mr Vuyolwethu Kheswa](mailto:Mr Vuyolwethu Kheswa) at [Vuyolwethu.Kheswa@uct.ac.za](mailto:Vuyolwethu.Kheswa@uct.ac.za) or 021 650 5921.

**Please do not send or submit job application/CV via this e-mail.**

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo an assessment.

**Website:** <https://commerce.uct.ac.za/school-public-governance>

**Reference number:** E26407

**Closing date:** 30 April 2026

*"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at <https://uct.ac.za/oic/employment-equity>*

*When you apply for a position at UCT, we collect your personal information to assess your application, communicate with you, and coordinate interview logistics. Information such as race, gender, nationality, and disability status is used to support our Employment Equity obligations. We also verify your references, qualifications, conduct criminal and, for certain roles, credit checks. For more information about how the University of Cape Town uses personal information and your rights, please email [popia@uct.ac.za](mailto:popia@uct.ac.za).*

**The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.**