



JOB PROFILE

A. Post Information	
Post Title	Research Advisor
Component	Commissioners' Programme
Location	Head Office - Braamfontein
Post Reports To	Commissioner/Head: Commissioners' Programme

Job Profile Verification	
Profile Verified By:	L Duma - Head of Commissioners' Programme
Date Verified:	28 August 2016

Job Profile Validation	
Profile Validated By:	P Makaneta - Acting Chief Executive Officer
Date Validated:	17 October 2016

Job Evaluation Outcome	
Confirmed Grade:	Level 11
Date Graded:	28 August 2016

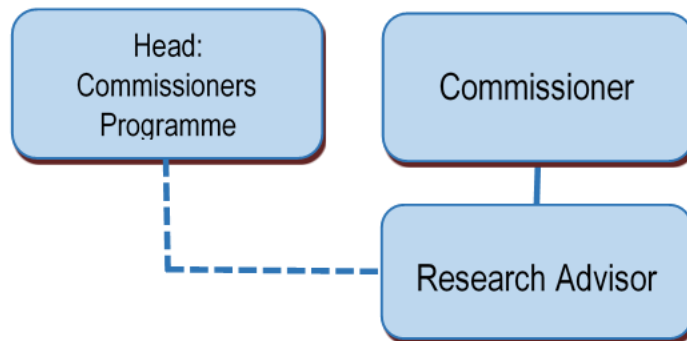
B. Job Purpose

Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).

To support Commissioners by providing legal research as input into reports, speeches, presentations, legislation and other documents.

C. Position of the Post in the Organisation

Structure diagram



D. Key Responsibilities

List major activities and contribution to the organisation for which this post is held accountable

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Annual planning	1.1	Assist Commissioner to plan for annual activities by examining targets and determining programme for the year.
		2.2	Prepare draft calendar for approval by Commissioner.
		2.3	Prepare summary of completed activities together with evidence of completion.
2	Preparation for Section 11 and other meetings	1.1	Assist in identifying relevant stakeholders.
		1.1	Prepare drafts of meeting agendas and desired outcomes.
		1.2.	Scope actions needed by Commissioner's Personal Assistant and confirm these with them.
		1.3	Research background information for meetings through interrogating online and manual databases.
3	Carry out research	1.4	Draft concept notes as required to guide Commissioner on upcoming meetings.
		3.1	Carry out information and data retrieval searches as necessary.
		3.2	Gather other data as necessary to create a value-added product.
		3.3	Gather quantitative and qualitative data as necessary as input to the project.
4	Produce quality outputs	3.4	Analyse data as necessary to complete outputs for projects.
		4.1	Draft reports, position papers, concept notes, presentations, amongst other outputs, according to individual project specifications.
		4.2	Prepare project outputs in an appropriate format to the specifications of the Commissioner.
		4.3	Share outputs with other Research Associates, as appropriate, for quality assurance.
		4.4	Hand over completed product to Commissioner and make any changes as necessary.

5	Facilitate meetings and keep notes	5.1	Facilitate meetings on request of Commissioner and ensure that focus is maintained.
		5.2	Keep detailed minutes of meetings.
		5.3	Write summary reports following meetings and send these to the Commissioner for approval and dissemination.
6	Establish and maintain key stakeholder relationships	6.1	Build and maintain strong and mutually beneficial relationships with internal and external stakeholders through regular meetings, communication and sharing of information.
		6.2	Liaise with Commissioners, academics, researchers and human rights research organisations nationally and internationally.
		6.3	Work with other programmes in the Commission in order to enhance inter-programme collaboration in monitoring and evaluating outcomes.
7	Advise Commissioners on request	7.1	Receive requests from Commissioners on a daily basis.
		7.2	Provide <i>ad hoc</i> advice to Commissioners for specific requests.
		7.3	Prepare FAQs for Commissioners pending meetings where difficult questions may be asked.
		7.4	Keep Commissioners abreast of latest research in their thematic areas.

E. Advisory Responsibility

Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.

To Whom	Type of Advice/ Information
Commissioners	<ul style="list-style-type: none">• Provide advice on Commissioner-specific thematic areas.• Provide research support to Commissioner through production of professional documents, presentations, position papers, concept notes and other outputs.
Head: Commissioners Office	<ul style="list-style-type: none">• Provide advice and support on Commissioner research trends.• Provide overview of Commissioner requirements and relative utilisation of own time.
Other Commission Business Units and staff	<ul style="list-style-type: none">• Consult and interact with other units to provide information and/or advice on Commissioner-driven programmes.
External Stakeholders	<ul style="list-style-type: none">• Consult, interact and provide advice on Commissioner-specific themes.• Liaise with national and international human rights research organisations to keep abreast of current trends as well as to input and inform these trends.

F. Accountability	
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	• 0
Number of staff indirectly managed	• 0
Financial accountability	• 0

G. Inherent requirements of the Post	
<i>The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.</i>	
Skills/ Knowledge/ Behaviour:	
Requirement	Type
<p>Key competencies</p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> • Problem solving and analysis • Stakeholder engagement and management • Communication (written and verbal) • Project management • Exceptional writing skills • Attention to detail • Research skills • Honesty and integrity • Negotiation skills • Sound judgement • Computer literacy and database management
<p>Knowledge and education</p> <p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> • A Masters qualification in law, development studies or international relations or relevant postgraduate qualification in social science from a recognized university, or equivalent years of experience working in a social development NGO or government setting • Knowledge and understanding of legal environments • Knowledge and experience of project management and related tools and methodologies • Knowledge and understanding of communications and stakeholder management requirements and processes • Must have a valid driver's licence

<p>Experience</p> <p><i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> • At least 3 to 5 years as a technical adviser at a senior advisory level • Experience in a human rights environment will be an added advantage
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H. Career pathing	
<p>Next higher position:</p>	<p>N/A</p>
<p>What is required to progress:</p>	<p>Refer to job profile for requirements</p>

I. Job profile agreement

The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.

We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.

Title	Name	Employee Number	Signature	Date