



JOB PROFILE

A. Post Information	
Post Title	Head of Research
Component	Programme Support Division - Research
Location	Head Office - Johannesburg
Post Reports To	Chief Operations Officer- Programme Support Division

Job Profile Verification	
Profile Verified By:	Cameron Jacobs (Acting Head: Research); Judith Cohen (Head of PIAP)
Date Verified:	13 July 2011 and 16 August respectively

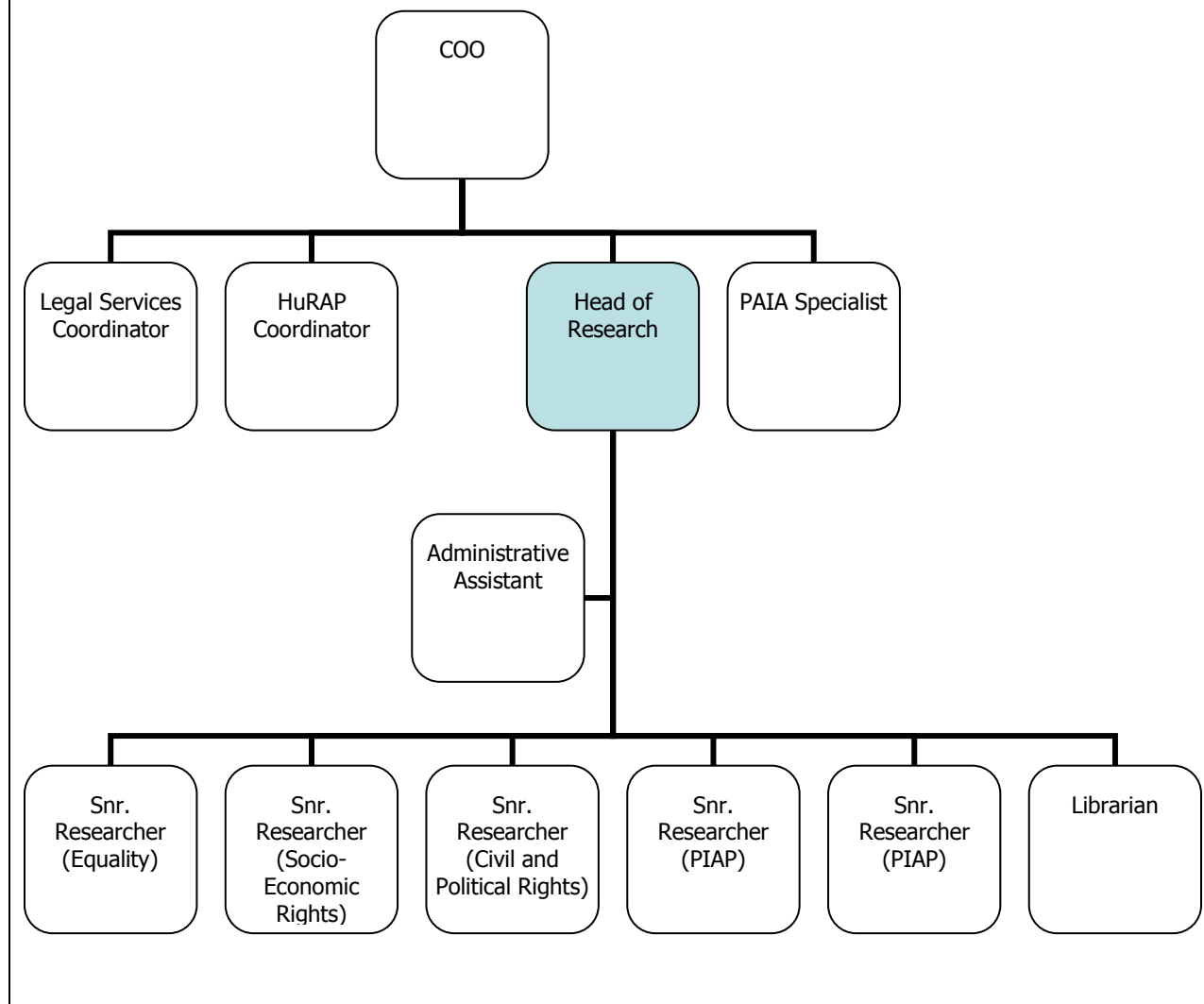
Job Profile Validation	
Profile Validated By:	Kayum Ahmed (CEO); Naledzani Mukwevho (Deputy CEO);
Date Validated:	18 August 2011

Job Evaluation Outcome	
Confirmed Grade:	
Date Graded:	

B. Job Purpose
<i>Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).</i>
<p>To lead, manage and ensure the effective coordination of the research programme of the SAHRC; and to ensure that the SAHRC meets its statutory obligations in terms of research (Section 184 of the Constitution, and Section 25 of the Promotion of Equality and the Prevention of Unfair Discrimination Act); To ensure that the Commission fulfils its international and parliamentary obligations with regards to human rights.</p>

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	Lead and manage the Research unit in an effective and efficient manner.	1.1	Lead and manage the unit's participation in the development of the Strategic and Annual Performance Plan (APP) of the Commission.
		1.2	Manage the development of the operational plan for the unit in line with the strategic and annual performance plan of the Commission.
		1.3	Manage, monitor, evaluate and report on the implementation of the unit's operational plan, taking corrective actions where necessary.
		1.4	Manage the unit's budget in line with requirements.
		1.5	Oversee and manage human resources within the unit in an efficient and effective manner.
		1.6	Ensure good governance within the unit in line with relevant legislation, regulations and policies.
		1.7	Manage and ensure compliance with asset management and IT policies and procedures.
		1.8	Manage the performance of all direct reports.
2	Manage and facilitate research within the Commission, in order to ensure compliance with relevant statutory requirements.	2.1	In conjunction with the COO (Programmes and Support) and the Provincial Managers, set up the annual research agenda for the Commission.
		2.2	Initiate, develop and produce new research programmes and areas of research in collaboration with relevant stakeholders.
		2.3	Manage the conceptualization and development of research projects.

		2.4	Manage the production of statutory research reports as required.
		2.5	Ensure internal quality control including review of draft outputs and finalization of all research reports.
		2.6	Coordinate relevant research activities at national level.
		2.7	Provide research advice to the Commissioners and the Secretariat.
		2.8	Manage relevant research related activities of the Commission and ensure that all research projects are completed effectively and within budget.
		2.9	Lead/ conduct research in line with the mandate and the requirements of the Commission.
		2.10	Provide technical expertise and assistance with regards to research.
3	Manage international and parliamentary advocacy activities	3.1	Manage the integration of international human rights law into all aspects of the Commissions' work.
		3.2	Assist the Commissioners with regards to their ICC and NANHRI Responsibilities
		3.3	Participate and manage the participation of the Secretariat in relation to the Commission's ICC and NANHRI responsibilities.
		3.4	Manage and participate in advocacy work that promotes South Africa's compliance with its international human rights law obligations.
		3.5	Participate and manage the Secretariat's participation in relevant engagements to promote parliamentary compliance with human rights and civil society participation in parliamentary processes
		3.6	Manage the development and drafting of legislative submissions.

4	Ensure appropriate monitoring, evaluation and reporting in respect of the SAHRC's international, parliamentary and research work	4.1	Manage the development of monitoring and evaluation systems with respect to the SAHRC's past recommendations to organs of States and submissions made in respect of legislation and relevant international requirements.
		4.2	Manage the implementation of monitoring and evaluation systems with respect to the SAHRC's past recommendations to organs of States and submissions made in respect of legislation and relevant international requirements.
		4.3	Manage the development and finalization of relevant monitoring and evaluation reports
5	Ensure the provision of effective and efficient library and information services to the Commission	5.1	Oversee the development and implementation of library and relevant information services policies and procedures.
		5.2	Manage and oversee the acquisition, subscription and receipt of donated library materials and services.
		5.3	Ensure optimal access to library collections and resources.
		5.4	Manage and oversee the maintenance of library materials.
6	Create an enabling environment for research	6.1	Promote the HRC's research programme.
		6.2	Facilitate research capacity building/ Facilitate research training and development and oversee the process for acquiring research resources.
		6.3	Develop research management systems e.g. quality assurance systems, mechanisms for communicating research and research outcomes.
		6.4	Ensure the provision of logistical and other support to the research unit and projects.
		6.5	Provide support in managing research resources.

		6.6	Manage the development of research related processes, procedures methodologies and tools, and ensure implementation thereof.
		6.7	Establish and manage relationships with key stakeholders and strategic partners e.g. donors, academic institutions etc
7	Ensure that the Commission meets its international obligations with regards to the promotion and protection of Human Rights	7.1	Conceptualise projects in relation to the Commission's international obligations.
		7.2	Oversee and manage the mainstreaming of international human rights law into the daily work of all commissions staff.
		7.3	Conceptualise and manage the production of the Commission's annual international report and international reports and submissions to international bodies.
		7.4	Conceptualise and manage the production of and submission of relevant reports to international bodies e.g. the UN.
		7.5	Advise Commissioners with regards to international submissions.

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 and information on specific issues based on international and domestic human rights legal norms and standards in order to determine a SAHRC position • Provide advice in indentifying and proposing research projects that seek to fulfill the Commissions' constitutional mandate • Engage with Commissioners on the research project design and provide updates • Advise Commissioners on findings, submissions and recommendations arising out of the research • Advise Commissioners and provide information for speeches and media appearances in respect of international human rights law norms and standards • Provide briefing notes, provide content knowledge and draft speeches for commissioners at an international forum
Chief Executive Officer (CEO)	<ul style="list-style-type: none"> • Provide the CEO with the advice requested by Commissioners from Research • Provide the CEO with general advice that inputs into decisions taken by Commissioners on the strategic direction of the Commission
COO: Programmes Support	<ul style="list-style-type: none"> • Performance management and monitoring • Setting up the research agenda • Expert advice and assistance on research related matters • Research Outcomes/Reports
Parliament	<ul style="list-style-type: none"> • Liaise with the Office of the Speaker, OISD, National Assembly (NA) and National Council of Provinces Committees (NCOP) • Provide information on request

	<ul style="list-style-type: none"> • Represent the SAHRC and conduct briefings on human rights issues • Represent the SAHRC and present submissions on legislation
Provincial Legislatures	<ul style="list-style-type: none"> • Liaise with Provincial Legislature Speakers • Provide information and conduct briefings on human rights issues • Present submissions on legislation
Department of International Relations and Co-operation (DIRCO)	<ul style="list-style-type: none"> • Liaise with DIRCO in relation to South Africa's international obligations
Department of Justice and Constitutional Development (DJCD)	<ul style="list-style-type: none"> • Liaise with DoJCD in relation to the Human Rights Act • Liaise with the DoJCD in relation to PEPUDA • Liaise with DoJCD in relation to treaty bodies it oversees • Liaise with DoJCD in relation to draft legislation
Department of Women Children and Persons with Disabilities (DWCPwD)	<ul style="list-style-type: none"> • Liaise with DWCPwD in relation to treaty bodies it oversees
Other Government Departments	<ul style="list-style-type: none"> • Liaise with relevant government departments in relation to South Africa's compliance with international human rights norms and standards • Maintain relationships and liaise with relevant government departments in relation to the constitutionally required s184(3) Report • Liaise and engage with relevant government departments on draft legislation and policies
Independent state institutions	<ul style="list-style-type: none"> • Engage and liaise with chapter 9 institutions and other independent state institutions on human rights matters of mutual interest
UN and regional institutions	<ul style="list-style-type: none"> • Engage and cooperate on human rights issues • Provide information as requested by OHCHR and other UN and regional institutions

	<ul style="list-style-type: none"> • Represent the SAHRC at UN and regional level, e.g. draft and deliver speeches, presentations, and statements
International Coordinating Committee (ICC)	<ul style="list-style-type: none"> • Engage and cooperate on human rights issues • Provide information in order to participate in ICC activities • Represent the SAHRC at ICC meetings and workshops e.g. draft and deliver speeches, presentations and statements • Ensure communication and the exchange of information with the ICC ambassador in Geneva
Network of African National Human Rights Institutions (NANHRI)	<ul style="list-style-type: none"> • Engage and cooperate on human rights issues • Provide information in order to participate in ICC activities • Represent the SAHRC at NANHRI meetings and workshops e.g. draft and deliver speeches, presentations and statements • Ensure communication and the exchange of information with the NAHRI Secretariat based in Nairobi
National human rights institutions (NHRIs)	<ul style="list-style-type: none"> • Engage and cooperate on human rights issues • Provide information, participate in and represent the SAHRC at meetings and workshops
Non-Governmental Organisations	<ul style="list-style-type: none"> • Maintain relationships and collaborate with NGOs working on similar projects • Provide information on current projects
Academic Institutions	<ul style="list-style-type: none"> • Maintain relationships with relevant academic institutions and academics in relation to human rights • Engage and consult with academics on various research projects • Foster collaborative working relationships with academics
Donors (Both financial and non financial)	<ul style="list-style-type: none"> • Maintain and manage relationships with potential donors • Engage with and negotiate donor agreements • Provide feedback to donors on projects
The media	<ul style="list-style-type: none"> • Provide information on human rights issues and research work

	<ul style="list-style-type: none"> • Provide SAHRC positions on specific human rights issues • Be interviewed by the media • Provide media briefing information
Communities	<ul style="list-style-type: none"> • Feedback and debriefing to research participants

F. Accountability

These fields are not compulsory and should only be completed if the fields are relevant to your post

Number of staff directly managed	<ul style="list-style-type: none"> • 7 (this includes 1 administrative assistant)
Number of staff indirectly managed	<ul style="list-style-type: none"> • 3 (2 Research Assistants and 1 Assistant Librarian) • Management of research fellows (ad hoc)
Financial accountability	<ul style="list-style-type: none"> • R9 854 759 (SAHRC 2011/12 Budget) • Various funds received from donors for specific projects

G. Inherent requirements of the Post

The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.

Skills/ Knowledge/ Behaviour:

Requirement	Type
Key competencies <i>(This field requires a list of all skills, behaviour and attitude requirements)</i>	<ul style="list-style-type: none"> • Strategic capability and leadership • Programme and project management • Financial management • People management and empowerment • Change management • Knowledge management • Legal problem solving and analysis • Research management and analysis • Service delivery innovation

	<ul style="list-style-type: none"> • Honesty and integrity • Client orientation and customer focus • Research and Research management
Education and Knowledge <i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i>	<ul style="list-style-type: none"> • Relevant Master's degree • Knowledge of all relevant legislation, policies and procedures • Knowledge and understanding of international human rights law, the South African human rights legal framework, theory and practices • Knowledge of research project design and methodology • Knowledge and understanding of communications and stakeholder management requirements and processes • Knowledge and understanding of the Commission's international obligations • Knowledge of the PFMA, Treasury Regulations, King Code of Governance for SA • Public sector reporting knowledge (including financial reporting) • Knowledge and understanding of performance and project management systems and processes • Ability to set up & manage Performance Monitoring Evaluation and Reporting systems • Applied understanding of the statutory and regulatory requirements regarding performance monitoring, evaluation & reporting, including • National Archiving & Records Service of South Africa Standards for Records Management (NARSSA, 2007) • Knowledge of Parliamentary processes
Experience <i>(Please list all relevant experience required for the post)</i>	<ul style="list-style-type: none"> • At least 6 years relevant human rights research experience in one or more of the following areas: socio-economic rights, civil and political rights and international human rights • A minimum of 5 years management experience

H. Career pathing	
Next higher position:	Chief Operations Officer- Operations Division (Programme Support Division)
What is required to progress:	Refer to job profile for requirements

I. Job profile agreement				
<p><i>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.</i></p>				
<p>We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.</p>				
Title	Name	Employee Number	Signature	Date