



## JOB PROFILE

A. Post Information	
<b>Post Title</b>	Research Consultant
<b>Component</b>	Commissioners' Programme
<b>Location</b>	Head Office – Cape Town
<b>Post Reports To</b>	Commissioner/ Head: Commissioners' Programme

Job Profile Verification	
<b>Profile Verified By:</b>	M Nsibirwa - Head of Research Unit
<b>Date Verified:</b>	October 2021

Job Profile Validation	
<b>Profile Validated By:</b>	T Thipanyane – Chief Executive Officer
<b>Date Validated:</b>	October 2021

Job Evaluation Outcome	
<b>Confirmed Grade:</b>	L Zulu - Human Resources Manager
<b>Date Graded:</b>	October 2021

## B. Job Purpose

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

To support the office of the Chairperson with analyzing the data received from provinces in the monitoring of the vaccine roll-out and produce a monitoring report with recommendations.

## 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	Produce quality outputs	1.1	Receive monitoring data from the Commissions' 9 provinces and analyse the information for the purposes of establishing any systematic challenges with the roll-out campaign, including human rights violations.
		1.2	Conduct research background information for purposes of consolidating the provincial monitoring reports and producing a national report.
		1.3	Travel to health care facilities for purposes of data collection and monitoring if and when necessary.
		1.4	Draft the consolidated vaccine monitoring report, with recommendations to provincial and national departments of health, using the available provincial reports and

			independent research.
2	Facilitate stakeholder meetings and keep notes	2.1	Build and maintain strong and mutually beneficial relationships with internal and external stakeholders through regular meetings, communication and sharing of information.
		2.2	Liaise with, academics, researchers and human rights research organisations nationally and internationally.
		2.3	Work with other programmes in the Commission to enhance inter-programme collaboration in monitoring and evaluating outcomes.
		2.4	Write summary reports following meetings and send these to the Commissioner for approval and dissemination.

### 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
Internal: Commissioner (s) and designated senior team member	<ul style="list-style-type: none"> <li>Provide research support to the office of the Chairperson through production of professional documents, presentations, and other outputs.</li> </ul>
Other Commission Business Units and staff	<ul style="list-style-type: none"> <li>Consult and interact with other units to provide information and/or advice on the above KPAs above.</li> </ul>
External Stakeholders	N/A

### 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"> <li>0</li> </ul>
Number of staff indirectly managed	<ul style="list-style-type: none"> <li>0</li> </ul>

Financial accountability	<ul style="list-style-type: none"> <li>• 0</li> </ul>
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## 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:**

<b>Requirement</b>	<b>Type</b>
<p><b>Key competencies</b></p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> <li>• Problem solving and analysis</li> <li>• Stakeholder engagement and management</li> <li>• Communication (written and verbal)</li> <li>• Project management</li> <li>• Exceptional writing skills</li> <li>• Attention to detail</li> <li>• Research skills</li> <li>• Honesty and integrity</li> <li>• Negotiation skills</li> <li>• Sound judgement</li> <li>• Computer literacy and database management</li> <li>• Excellent organisational skills, including planning and organising multi-stakeholder meetings</li> </ul>
<p><b>Knowledge and education</b></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"> <li>• A Masters' qualification in medicine, public health, or human rights 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.</li> <li>• Knowledge and understanding of all relevant (national and international) human rights legislation/laws.</li> <li>• Knowledge and experience in research design, data analysis including experience with working with large data sets, qualitative, quantitative research and statistical modelling.</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge and understanding of communications and stakeholder management requirements and processes.</li> </ul>
<b>Experience</b> <i>(Please list all relevant experience required for the post)</i>	<ul style="list-style-type: none"> <li>• Understanding of access to public health issues in South Africa and human rights.</li> </ul>

H. Career pathing	
<b>Next higher position:</b>	<b>N/A</b>
<b>What is required to progress:</b>	N/A

I. Job profile agreement				
<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>				
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