



JOB PROFILE

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

Job Profile Verification	
Profile Verified By:	M Nsibirwa - Head of Research Unit
Date Verified:	September 2021

Job Profile Validation	
Profile Validated By:	T Thipanyane – Chief Executive Officer
Date Validated:	October 2021

Job Evaluation Outcome	
Confirmed Grade:	L Zulu - Human Resources Manager
Date Graded:	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 the research into access to health care services in South Africa. Produce a baseline assessment on access to affordable health care in South Africa

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	Conduct background research on access to public health in South Africa and any other themes within the health focus area to create a value-added product as required.
		1.2	Research background information for purposes of a baseline assessment on access to health care services in South Africa.
		1.3	Travel to health care facilities in all provinces collecting primary data for purposes of drafting the baseline assessment report.
		1.4	Draft the baseline assessment report using primary research collected in provinces, the Commission's various health care facilities monitoring reports, and other secondary reports produced in the Commission.
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 Commissioners, 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 RA 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">• Provide research support to Commissioner through production of professional documents, presentations, and other outputs.
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 the above KPAs above.
External Stakeholders	N/A

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"> • Research and research management • Problem solving and analysis • Stakeholder engagement and management • Communication (written and verbal) • Project management • Exceptional writing skills • Attention to detail • Report drafting • Honesty and integrity • Sound judgement • Computer literacy and database management • Excellent organisational skills, including planning and organising multi-stakeholder meetings
<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"> • Master's Degree in Social Science or any Masters degree that is relevant to the position with applied research. • Working knowledge of statistical packages i.e. SPSS / Stata • Knowledge and experience of project management and related tools and methodologies. • Applied knowledge of research, research project design and methodology

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

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

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