



## JOB PROFILE

| A. Post Information    |                                       |
|------------------------|---------------------------------------|
| <b>Post Title</b>      | Research Assistant Equality           |
| <b>Component</b>       | Programme Support Division - Research |
| <b>Location</b>        | Head Office Braamfontein              |
| <b>Post Reports To</b> | Senior Researcher Equality            |

| Job Profile Verification    |                |
|-----------------------------|----------------|
| <b>Profile Verified By:</b> | Not applicable |
| <b>Date Verified:</b>       |                |

| Job Profile Validation       |                   |
|------------------------------|-------------------|
| <b>Profile Validated By:</b> | Cameron Jacobs    |
| <b>Date Validated:</b>       | 14 September 2011 |

| Job Evaluation Outcome  |  |
|-------------------------|--|
| <b>Confirmed Grade:</b> |  |
| <b>Date Graded:</b>     |  |

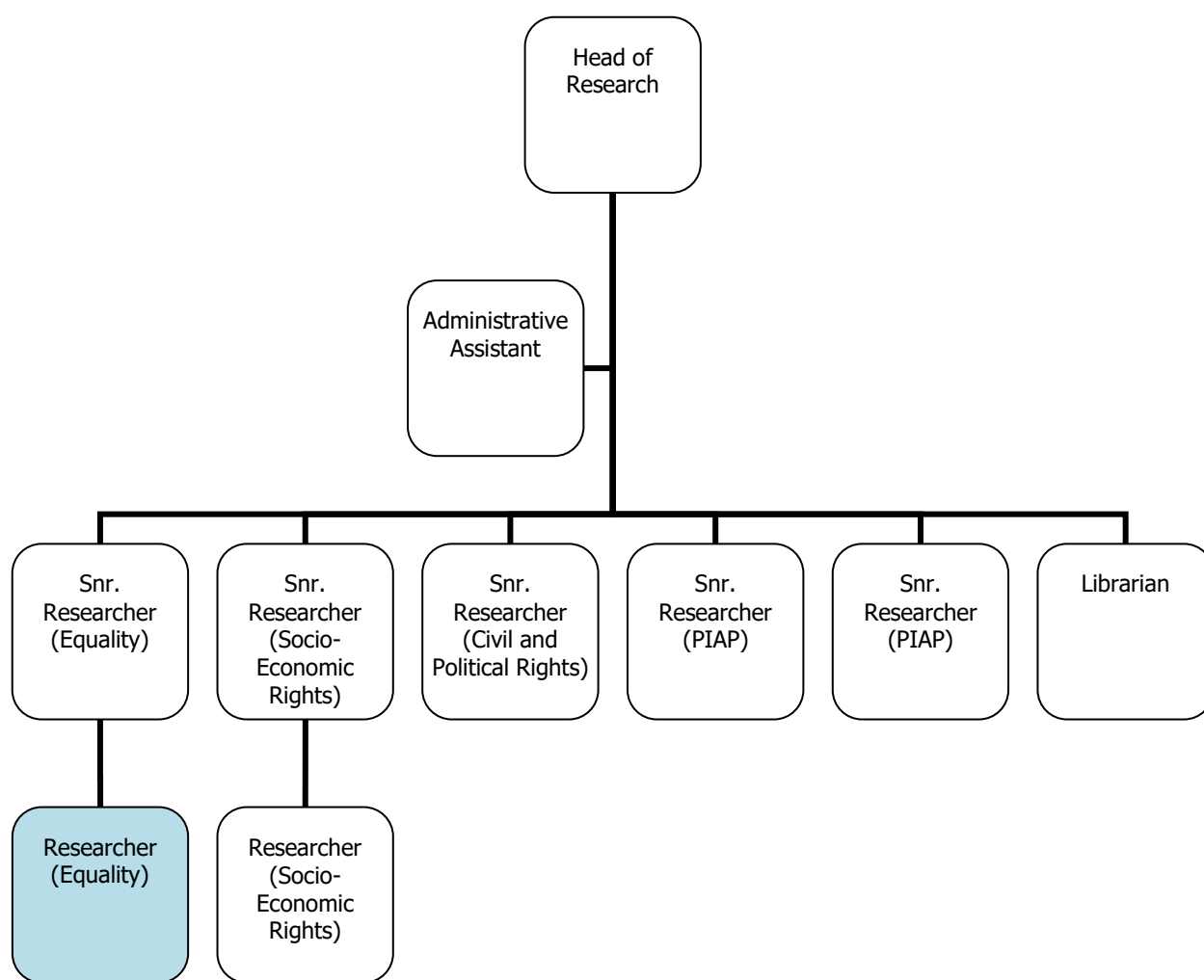
## B. Job Purpose

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

Conduct research and assist the Senior Researcher Equality in performing his/ her responsibilities

## C. Position of the Post in the Organisation

*Structure diagram*



| D. Key Responsibilities   |  |   |  |
|---|--|---|--|
| <i>List major activities and contribution to the organisation for which this post is held accountable</i> |  |   |  |
| Key Performance Areas (KPA)   |  | Activities (Linked to each of the KPAs) |  |
| No.   | KPA Description  | No.                                     | Activity Description   |
| 1   | Conduct statutory report research                          | 1.1                                     | Support the development of the research methodology, approach and research proposal.   |
|   |  | 1.2                                     | Collect/ Support the management of the process of collecting relevant data.  |
|   |  | 1.3                                     | Manage the quality of the data.  |
|   |  | 1.4                                     | Analyse relevant data collected.   |
|   |  | 1.5                                     | Compile/ Write and submit the report for approval prior to formal submission to Parliament.  |
| 2   | Conduct and Manage Other Relevant Research                 | 2.1                                     | Provide input into the process of developing the research agenda of the Commission (Support the Head of research) including prioritisation of research projects.           |
|   |  | 2.2                                     | Support the development of concept papers for the relevant research projects.  |
|   |  | 2.3                                     | Collect/ Support the management of the process of collecting relevant data.  |
|   |  | 2.4                                     | Manage the quality of the data.  |
|   |  | 2.5                                     | Analyse relevant data collected.   |
|   |  | 2.6                                     | Compile/ Write and disseminate research reports (including the Commission's library).  |
| 3   | Contribute towards enhancing the discourse on human rights | 3.1                                     | Engage relevant stakeholders (local or international) on the human rights discourse (this may include attending relevant forums and/ or structures, knowledge sharing etc) |
|   |  | 3.2                                     | Provide research inputs and disseminate relevant information to support other programmes within the Commission as well as  |

| D. Key Responsibilities   |                 |   |   |
|---|-----------------|---|---|
| <i>List major activities and contribution to the organisation for which this post is held accountable</i> |                 |   |   |
| Key Performance Areas (KPA)   |                 | Activities (Linked to each of the KPAs) |   |
| No.   | KPA Description | No.                                     | Activity Description  |
|   |                 |   | substantive findings made by the Commission.  |
|   |                 | 3.3                                     | Develop and deliver relevant training and awareness programmes on economic and social rights research.  |
|   |                 | 3.4                                     | Provide research inputs to support the Commissioners in undertaking their responsibilities, this may include providing inputs at relevant committee meetings, providing information to be used in writing speeches, letters etc |
|   |                 | 3.5                                     | Develop opinion pieces as required regarding these rights (this may include scholastic articles, media statements etc).   |

| E. Advisory Responsibility  |                             |
|---|-----------------------------|
| <i>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.</i> |                             |
| To Whom   | Type of Advice/ Information |
| None  |                             |

| 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

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

### Skills/ Knowledge/ Behaviour:

| Requirement   | Type   |
|---|--|
| <b>Key competencies</b><br><i>(This field requires a list of all skills, behaviour and attitude requirements)</i>   | <ul style="list-style-type: none"> <li>• Research and research management</li> <li>• Good writing skills</li> <li>• Strategic thinking skills</li> <li>• Programme and project Management</li> <li>• Problem solving and analysis</li> <li>• Knowledge management</li> <li>• Communication</li> <li>• Training and presenting ability</li> <li>• Honesty and integrity</li> <li>• Client orientation and customer focus</li> </ul>   |
| <b>Knowledge and education</b><br><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"> <li>• Honours degree in Social Science</li> <li>• Working knowledge of statistical packages i.e. SPSS / Stata</li> <li>• Knowledge of all relevant legislation, policies and procedures</li> <li>• Knowledge and understanding of international human rights law, the South African human rights legal framework, theory and practices</li> <li>• Applied knowledge of research, research project design and methodology</li> <li>• Knowledge and understanding of communications and stakeholder management requirements and processes</li> <li>• Knowledge and understanding of the Commission's international obligations</li> <li>• Knowledge and understanding of performance and project management systems and processes</li> <li>• Applied understanding of the statutory and regulatory</li> </ul> |

|   |   |
|---|---|
|   | requirements regarding performance monitoring, evaluation & reporting         |
| <b>Experience</b><br><i>(Please list all relevant experience required for the post)</i> | <ul style="list-style-type: none"> <li>2 years relevant experience</li> </ul> |

| H. Career pathing                    |                            |
|--------------------------------------|----------------------------|
| <b>Next higher position:</b>         | Senior Researcher Equality |
| <b>What is required to progress:</b> | See profile                |

| 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> |      |                 |           |      |
| <b>We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.</b>   |      |                 |           |      |
| Title  | Name | Employee Number | Signature | Date |
|  |      |                 |           |      |
|  |      |                 |           |      |
|  |      |                 |           |      |