



JOB PROFILE

A. Post Information	
Post Title	Researcher ESR
Component	Programme Support Division - Research
Location	Head Office Braamfontein
Post Reports To	Senior Researcher ESR

Job Profile Verification	
Profile Verified By:	Ms Yuri Ramkissoo
Date Verified:	9 May 2022

Job Profile Validation	
Profile Validated By:	Dr Martin Nsibirwa
Date Validated:	10 May 2022

Job Evaluation Outcome	
Confirmed Grade:	Level 9 (DPSA)
Date Graded:	10 May 2022

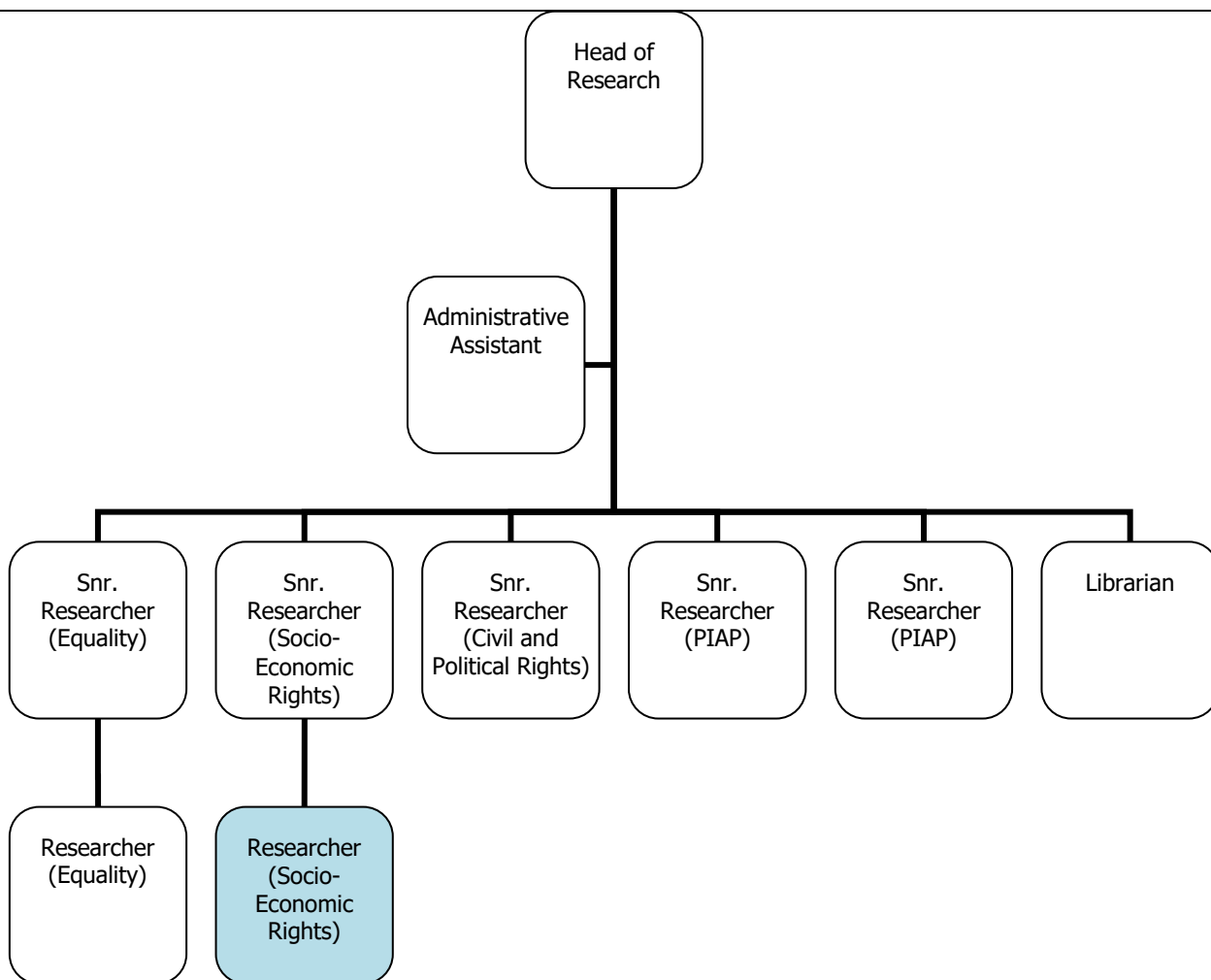
B. Job Purpose

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

Conduct research and assist the Senior Researcher ESR 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 research proposals and concept notes.
		1.2	Collect/ Support the management of the process of collecting relevant primary and secondary 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).
		3.6	Draft submissions with comments on Bills or amendments to legislation.

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
<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 • Good writing skills • Strategic thinking skills • Programme and project management • Problem solving and analysis • Knowledge management • Communication • Training and presenting ability • Honesty and integrity • Client orientation and customer focus
<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"> • Honours degree in Social Science • Knowledge of South Africa's socio-economic landscape • Working knowledge of statistical packages i.e. SPSS / Stata • 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 • Applied knowledge of research, 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 and understanding of performance and project management systems and processes

	<ul style="list-style-type: none"> Applied understanding of the statutory and regulatory requirements regarding performance monitoring, evaluation & reporting
Experience <i>(Please list all relevant experience required for the post)</i>	<ul style="list-style-type: none"> 2 years relevant experience

H. Career pathing	
Next higher position:	Senior Researcher ESR
What is required to progress:	Fulfilment of Senior Researcher ESR criteria as per job description

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