



## JOB PROFILE

A. Post Information	
<b>Post Title</b>	Research Advisor (Disability)
<b>Component</b>	The Commissioners' Programme
<b>Location</b>	Head Office Braamfontein
<b>Post Reports To</b>	The Respective Commissioner (Operationally) and the Head of the Commissioners' Programme (Administratively)

Job Profile Verification	
<b>Profile Verified By:</b>	HR
<b>Date Verified:</b>	June 2021

Job Profile Validation	
<b>Profile Validated By:</b>	The Commissioner
<b>Date Validated:</b>	June 2021

Job Evaluation Outcome	
<b>Confirmed Grade:</b>	11
<b>Date Graded:</b>	

## B. Job Purpose

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

To provide technical support (Planning, Research, Advisory, Legal, Advocacy and Reporting) in line with the core portfolio and requirements of the respective Commissioner within the Human Rights Commission.

## C. Position of the Post in the Organisation

*Structure diagram*

Structurally the Research Advisor position is located within the Office of the Commissioner but will have a dual reporting line i.e.

- The Research Advisor will report directly to the respective Commissioner whom they are required to support
- However on administrative matters, the Research Advisor will report to the Head of the Commissioners' Programme

## 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	Research and research management	1.1	Provide input into the process of developing the research agenda of the Commissioner
		1.2	Provide research inputs to support the Commissioner in undertaking her/ his responsibilities, this may include providing inputs at relevant committee meetings, providing information to be used in writing speeches, letters etc
		1.3	Liaise with research, academic and other institutions to undertake research studies guided by the Commissioner
		1.4	Network with a wide range of agencies and attend meetings on behalf of the Commission to promote the Commission's research agenda and relevant research results
		1.5	Author or co-author concept notes, research reports, policy briefs and other relevant documents for approval and dissemination
		1.6	Serve as the point of reference for outsourced research
2	Advisory and stakeholder engagement support	2.1	Develop inputs for the compilation of reports, presentations, correspondence and speaking notes (including media briefings, press release etc).
		2.2	Support the development of concept papers for the relevant research projects and focus areas of Commissioner/s.
		2.3	Advise the commissioner on findings, submissions and recommendations arising out of research
3	Advocacy support	3.1	Draft the plan for advocacy interventions and engagements through consultation with various internal and external stakeholders
		3.2	Facilitate advocacy meetings, workshops etc with relevant stakeholders
		3.3	Provide support in preparing reports on advocacy interventions

<b>D. Key Responsibilities</b>			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
<b>Key Performance Areas (KPA)</b>		<b>Activities (Linked to each of the KPAs)</b>	
<b>No.</b>	<b>KPA Description</b>	<b>No.</b>	<b>Activity Description</b>
4	Legal support	4.1	Collate information on legal matters dealt with by Commissioner
		4.2	Review draft legislation, policies etc in line with the responsibilities of the Commissioner
		4.3	Prepare submissions on legal reports and draft legislation
		4.4	Prepare Notes to inform discussions at Legal Committee meetings
		4.5	Track finalization of complaints received with Legal Section and provincial Office
5	Support the International and Regional work of Commissioner	5.1	Assist the Commissioner's Office with preparations for Commissioner's engagements at international and regional level
		5.2	Assist with drafting of compliance monitoring reports
		5.3	Attend meetings on Commissioners behalf around international and regional level (of the work of the Commissioner)
		5.4	Prepare reports on relevant international and regional engagements
		5.5	Provide briefing notes, content and draft speeches for commissioner
6	General responsibilities	6.1	Accompany the Commissioner to various events and meetings (local or international).
		6.2	Assist with the management of Section 5 Committees, conferences, meetings and seminars hosted by Commissioner.
		6.3	Work with all other Programmes in the Commission to support the Commissioner in undertaking her/ his responsibilities.
		6.4	Assist or Draft opinion pieces as required (this may include scholastic articles, media statements etc).

## 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
		6.5	Assist the Commissioner in her/ his role on various Committees and Bodies as they pertain to the core responsibilities of the Commissioner
		6.6	Collate information for the Annual Report on the work of the Commissioner (This serves as a contribution into the Commission's annual report)

### 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
Academic/ Research Institutions (International or Local)	<ul style="list-style-type: none"> <li>• Engage and consult with academics on various research projects</li> </ul>
Donors (Both financial and non financial)	<ul style="list-style-type: none"> <li>• Engage with and negotiate donor agreements</li> <li>• Provide feedback to donors on projects</li> </ul>
Government (National, Provincial and Local Government)	<ul style="list-style-type: none"> <li>• Collect information</li> <li>• Submit reports</li> </ul>

### 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>

## 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><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>• Research and research management</li> <li>• Writing</li> <li>• Analytical thinking</li> <li>• Project Management</li> <li>• Knowledge management</li> <li>• Communication</li> <li>• Presentation</li> <li>• Speech writing</li> <li>• Stakeholder management</li> <li>• Planning</li> <li>• Organisation</li> <li>• Facilitation</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>• Masters Degree in Social Science or any Masters degree that is relevant to the position, preferably in Disability studies.</li> <li>• Knowledge and understanding of the United Nation’s Convention on the Rights of Persons with Disability and the workings of its Treaty Monitoring Body, namely, CRPD Committee on the Rights of Persons with Disabilities.</li> <li>• Knowledge on the Conference of State Parties.</li> <li>• Experience in managing Donor relations, including reporting on the funds received.</li> <li>• Experience of working with organisations of persons with disabilities and older persons.</li> <li>• Intimate knowledge of the legislative framework and regulatory requirements relating to the rights of persons with disabilities and older persons.</li> </ul>

	<ul style="list-style-type: none"> <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 and regional obligations.</li> </ul>
<b>Experience</b> <i>(Please list all relevant experience required for the post)</i>	<ul style="list-style-type: none"> <li>• 3 years relevant experience</li> <li>• Should have a proven track record in producing well written documents that are of publishable quality</li> <li>• Should have a proven track record of working in the areas for which the respective Commissioner is responsible</li> </ul>

<b>H. Career pathing</b>	
<b>Next higher position:</b>	Other positions on the Commission's structure
<b>What is required to progress:</b>	The incumbent must meet the minimum requirements of the relevant post

<b>I. Job profile agreement</b>				
<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>				
<b>Title</b>	<b>Name</b>	<b>Employee Number</b>	<b>Signature</b>	<b>Date</b>



