



## JOB PROFILE

A. Post Information	
<b>Post Title</b>	Senior Researcher (Civil and Political Rights)
<b>Component</b>	Programme Support Division - Research
<b>Location</b>	Head Office Braamfontein
<b>Post Reports To</b>	Head of Research

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

Job Profile Validation	
<b>Profile Validated By:</b>	Dr Martin Nsibirwa
<b>Date Validated:</b>	7 October 2021

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

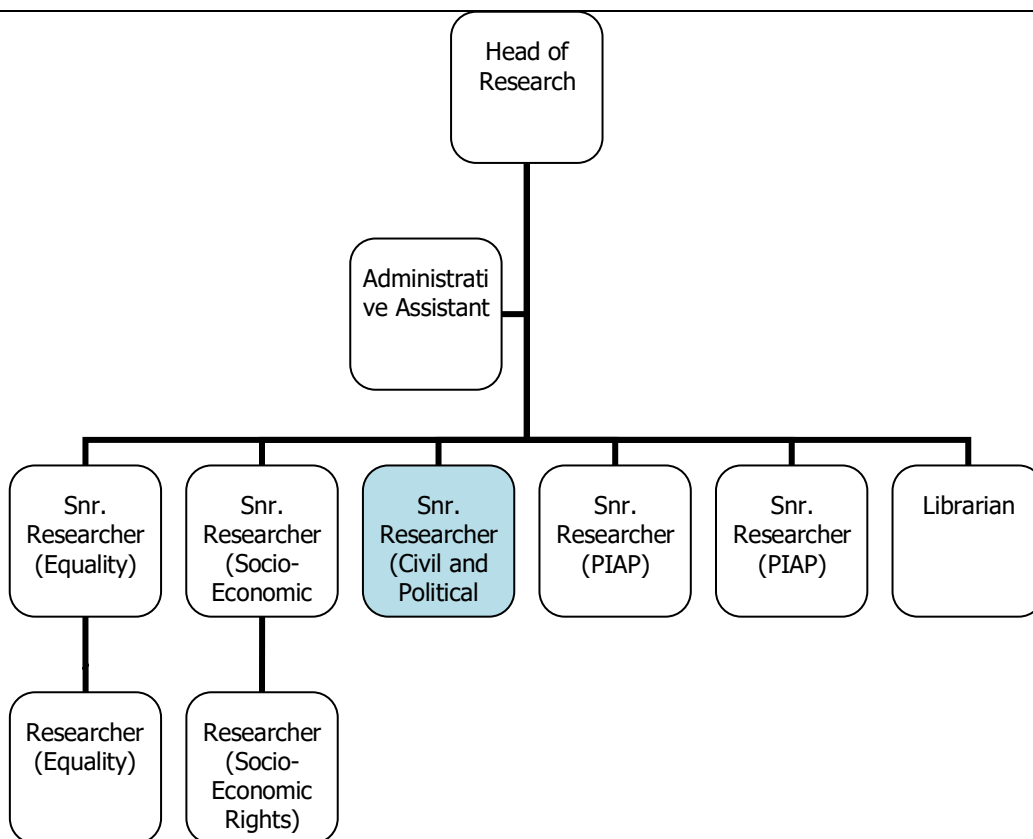
## B. Job Purpose

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

Monitor and assess, through research, the realization of civil and political rights in line with the mandate of the Commission.

## 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	Manage the production of the civil and political rights report	1.1	Develop the research methodology, approach and research proposal.
		1.2	Collect/ Manage the process of collecting relevant data.
		1.3	Manage the quality of the data.
		1.4	Analyse/ Manage the analysis of 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	1.6	Participate in relevant processes of communicating the outcomes of the research process to National Parliament and stakeholders.
		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	Develop the concept papers for the relevant research projects.
		2.3	Collect/ Manage the process of collecting relevant data.
		2.4	Manage the quality of the data.
		2.5	Analyse/ Manage the analysis of data collected.
		2.6	Compile/ Write and disseminate research reports and products to relevant stakeholders (including the Commission's library).
3	Contribute towards enhancing the discourse on human	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)

<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>
	rights	3.2	Provide research inputs and disseminate relevant information to support other programmes within the Commission as well as 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	Provide support to other units and offices of Commission in respect of equality, this may include providing opinions and inputs in investigative reports, submissions in Trends Analysis Report and hearing.

<b>E. Advisory Responsibility</b>	
<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>	
<b>To Whom</b>	<b>Type of Advice/ Information</b>
Commissioners	<ul style="list-style-type: none"> <li>• Provide advice and information on specific issues based on international and domestic human rights legal norms and standards in order to determine a SAHRC position</li> <li>• Provide advice in indentifying and proposing research projects that seek to fulfill the Commissions' constitutional mandate</li> <li>• Engage with Commissioners on the research project design and provide updates</li> <li>• Advise Commissioners on findings, submissions and</li> </ul>

## 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.*

	<p>recommendations arising out of the research</p> <ul style="list-style-type: none"> <li>• Advise Commissioners and provide information for speeches and media appearances in respect of international human rights law norms and standards</li> </ul> <p>Provide briefing notes, provide content knowledge and draft speeches for commissioners at an international forum</p>
Chief Executive Officer (CEO)	<ul style="list-style-type: none"> <li>• Provide the CEO with the advice requested by Commissioners from Research</li> </ul> <p>Provide the CEO with general advice that inputs into decisions taken by Commissioners on the strategic direction of the Commission</p>
COO: Programmes Support	<ul style="list-style-type: none"> <li>• Performance management and monitoring</li> <li>• Setting up the research agenda</li> <li>• Expert advice and assistance on research related matters</li> <li>• Research Outcomes/Reports</li> </ul>
Parliament	<ul style="list-style-type: none"> <li>• Liaise with the Office of the Speaker, OISD, National Assembly (NA) and National Council of Provinces Committees (NCOP)</li> <li>• Provide information on request</li> <li>• Represent the SAHRC and conduct briefings on human rights issues</li> <li>• Represent the SAHRC and present submissions on legislation</li> </ul>
Academic Institutions	<ul style="list-style-type: none"> <li>• Maintain relationships with relevant academic institutions and academics in relation to human rights</li> <li>• Engage and consult with academics on various research projects</li> <li>• Foster collaborative working relationships with academics</li> </ul>
Donors (Both financial and non financial)	<ul style="list-style-type: none"> <li>• Maintain and manage relationships with potential donors</li> <li>• Engage with and negotiate donor agreements</li> <li>• Provide feedback to donors on projects</li> </ul>
The media	<ul style="list-style-type: none"> <li>• Provide information on human rights issues and research work</li> <li>• Provide SAHRC positions on specific human rights issues</li> </ul>

<b>E. Advisory Responsibility</b>	
<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>	
	<ul style="list-style-type: none"> <li>• Be interviewed by the media</li> <li>• Provide media briefing information</li> </ul>
Government Departments	<ul style="list-style-type: none"> <li>• Provide information on human rights issues and research work</li> <li>• Collect information</li> <li>• Submit reports</li> </ul>

<b>F. Accountability</b>	
<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	<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>

<b>G. Inherent requirements of the Post</b>	
<i>The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.</i>	
<b>Skills/ Knowledge/ Behaviour:</b>	
<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>• 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>• People management and empowerment</li> <li>• Knowledge management</li> <li>• Communication</li> </ul>

	<ul style="list-style-type: none"> <li>• Training and presenting ability</li> <li>• Service delivery innovation</li> <li>• Honesty and integrity</li> <li>• Client orientation and customer focus</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>• LLD, PhD or Master’s Degree in Human Rights, Social Science or any postgraduate degree that is relevant to the position with applied research</li> <li>• Advanced knowledge of legal research</li> <li>• Good knowledge of various research methodsExpert level knowledge of substantive equality from a legal and social perspective</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 requirements regarding performance monitoring, evaluation &amp; reporting</li> </ul>
<p><b>Experience</b></p> <p><i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> <li>• 5 years relevant research experience</li> <li>• Proven record of peer-reviewed publications</li> </ul>

H. Career pathing	
<b>Next higher position:</b>	Head of Research
<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