


HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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NOTES

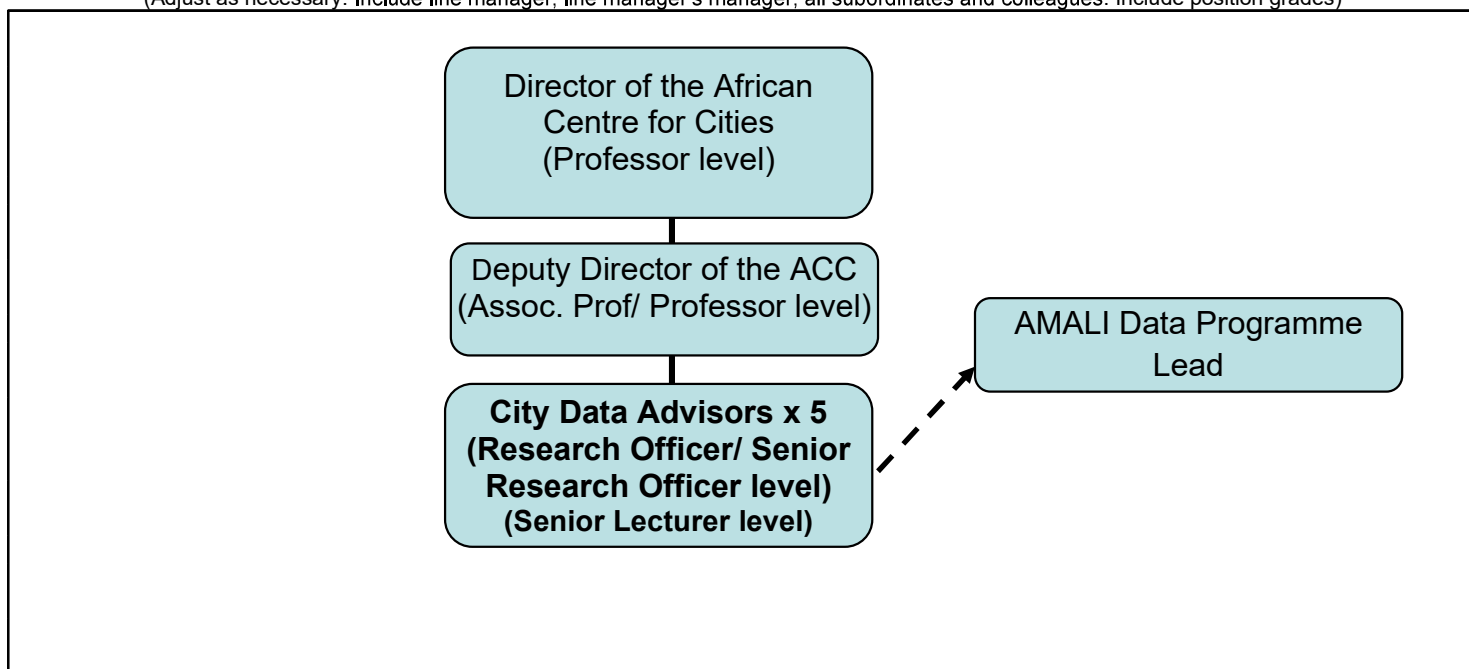
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Officer/ Senior Research Officer (AMALI Data Programme)		
Job title (HR Business Partner to provide)			
Position grade (if known)	Lecturer/ Senior Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Engineering and the Built Environment		
Academic department / PASS unit	School of Architecture, Planning and Geomatics		
Division / section	African Centre for Cities		
Date of compilation	2025		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to work with a portfolio of cities in the African Mayoral Initiative (AMALI) programme, engaging with city leadership, city teams and data experts to deliver coaching and capacity building to ensure better collection and analysis of data to help ensure the success of city leadership's vision for their cities. The position will play a critical role in delivering support services and resources to city leadership that includes providing direct coaching, technical assistance, and training city teams to best manage and utilize data and incorporating into routine processes to make key decisions in a range of priorities. Incumbent will serve as a subject-matter-expert in the collection, implementation and analysis of data in local government. The incumbent will assess current capabilities of city teams, scope specific activities focused on improving skills and guiding the city through implementation of their data initiative, provide ongoing coaching and training to city teams to help improve outcomes, regularly evaluate city's progress and track impact, and conduct research/analysis and write up and present findings. This work will include extensive travel to selected cities across Africa.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Providing data support to city teams	70	<ul style="list-style-type: none"> Engage with city teams of selected African cities to provide data support to improve the implementation and monitoring of priority city leadership's key priorities; this will include visiting cities, assessing current data capacity, identifying what support is needed, providing the appropriate support and ongoing monitoring. Develop appropriate materials, tools and processes to assist city teams in the collection and analysis of data to support implantation of the city leadership's vision. Develop and facilitate on-site training and workshops Research and develop project plans, including coordinating with internal staff, holding routine meetings and working with external partners. 	<ul style="list-style-type: none"> Effective data support provided to selected African cities
1	Research	15	<ul style="list-style-type: none"> Plan for and undertake relevant research related to the AMALI Data Programme, for example, documenting case studies. Write up various outputs (including reports, policy briefs, and journal articles) Publish research outputs in ISI journals and scholarly books Present research findings at seminars and conferences at local, national and/or international events Assist in the development of the organization's service delivery model 	<ul style="list-style-type: none"> Relevant publications that contribute to the body of knowledge about urban sustainability, Southern urbanism, use of data and evidence in decision-making, foundational data management practices, analytics, and/or performance management. Relevant presentations that further discussion and intellectual engagement on urban sustainability and Southern urbanism, use of data and evidence in decision-making, foundational data management practices, analytics, and/or performance management.

3	Teaching and learning	10	<ul style="list-style-type: none"> Design and undertake training/coaching support for city leaders and officials of AMALI cities to build local government data capacity. Provide teaching/lecturing and materials development inputs into AMALI and ACC courses and events where required. Occasionally supervise dissertations and students where possible 	<ul style="list-style-type: none"> Numbers of people from AMALI cities trained/coached
3	Leadership, management and administration	5	<ul style="list-style-type: none"> Attend strategic planning meeting, ACC staff meetings and other relevant events Provide regular progress reports on project status, project deliverables, metrics, outcomes, and impact. Ad hoc involvement in ACC activities as identified by the Director, Deputy Director and Research Manager of the ACC 	<ul style="list-style-type: none"> Progress reports distributed on time, to required standards Attendance and participation at meetings

MINIMUM REQUIREMENTS

Minimum qualifications	For Research Officer level, a Master's degree in a relevant discipline (e.g. urban studies, geography, urban planning, sociology, public policy/administration, statistics, GIS, engineering, data science). For Senior Research Officer level, a PhD degree in a relevant discipline (e.g. urban studies, geography, urban planning, sociology, public policy/administration, statistics, GIS, engineering, data science).			
Minimum experience (type and years)	For Research Officer level at least three years' relevant postgraduate experience and for Senior Research Officer level at least five years relevant postgraduate experience working in academia, public policy, public administration, government, non-profit, management consulting or a related field, with well-developed research management skills and a track record of international academic publications.			
Skills	<ul style="list-style-type: none"> • Good qualitative and quantitative research skills. • Evidence of academic writing ability • Excellent verbal, written and presentation skills. • Strong understanding of quantitative research methods, and the ability to work with and understand, complex datasets. • Proven ability to distil complex data and research findings into clear actionable insights for decision making, and policy development • Computer literacy, including skills in website development/maintenance and the use of data analysis and statistical software (e.g. GIS and SPSS) would be an advantage. • Evidence of academic writing ability in the form of a published in an ISI accredited journal or in the form of a academic book chapter. • Excellent time management skills and the ability to work autonomously in a pressurised environment. • An ability to interact successfully with individuals from a wide range of professional and non-professional backgrounds, including internal (UCT) and external stakeholders. • Fluency in French would be an advantage. 			
Knowledge	Good knowledge of urban issues in Africa, of how local government functions and the collection/analysis of urban data are essential.			
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Ability to travel internationally (the work will require visits to a number of African cities every year).			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / problem solving	2	Professional knowledge and skill	2
	Conceptual thinking	2	Results focus	2
	Information management	2	Facilitating change	2
	Planning and organizing / work management	2	Teamwork/ collaboration	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Research; Coaching, Teaching and Learning; Leadership, Management and Administration; Social Responsibility
Amount and kind of supervision received	Line manager will be the Deputy Director of ACC, the operational manager (day-to-day supervision) will be the AMALI Data Programme Lead.
Amount and kind of supervision exercised	May be required to supervise postdoctoral research fellows, research assistants and consultants where possible
Decisions which can be made	Decisions in line with the position requirements and project work
Decisions which must be referred	Large scale – outside of direct responsibilities

CONTACTS AND RELATIONSHIPS

Internal to UCT	ACC academic and support staff
External to UCT	City teams, local/national/sub-national government, NGOs and research organisations across Africa

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Direct Line Manager/Supervisor				
Area Line Manager				
HOD				
Dean / ED				
HR Business Partner				