

**NOTES**

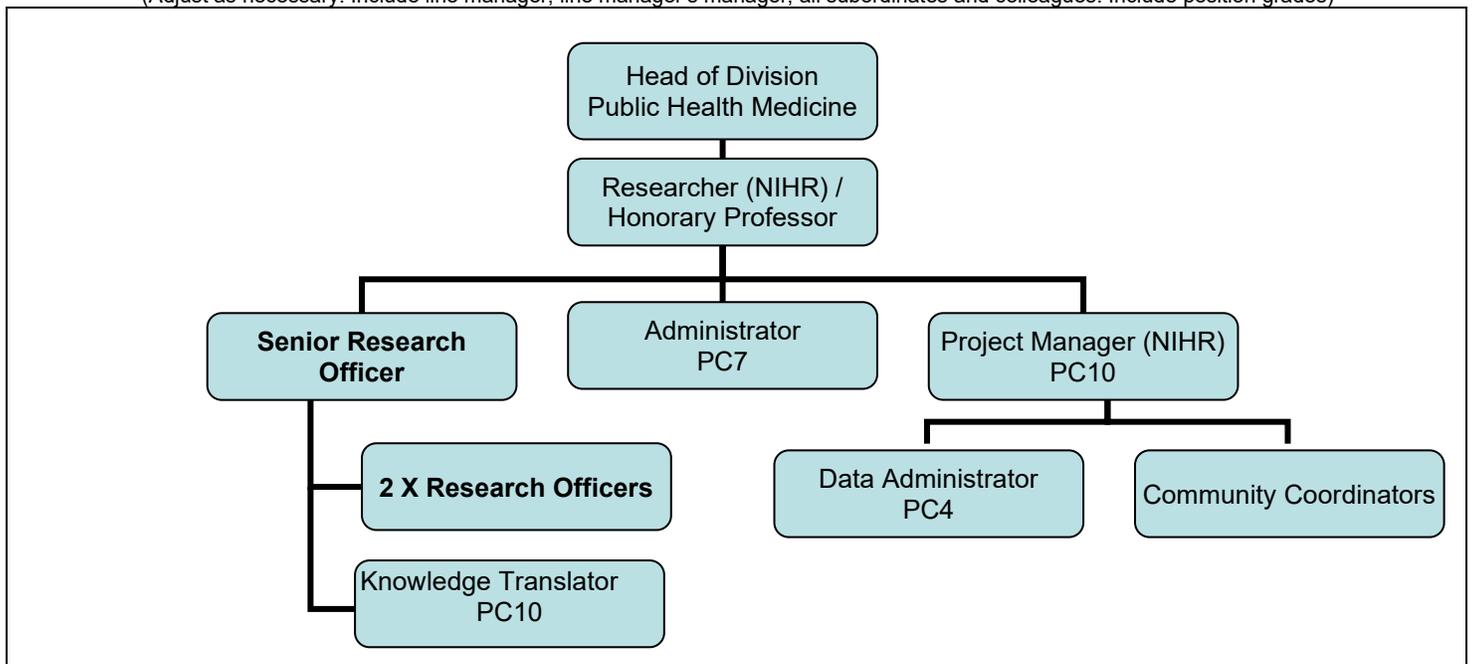
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Research officer / Senior Research Officer		
Job title (HR Business Partner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Public Health		
Division / section	Public Health Medicine		
Date of compilation	11 March 2025		

**ORGANOGRAM**

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



**PURPOSE**

**The main purpose of the Research Officer position is:**

To conduct research, supervise students and provide support to a study commencing in 2025 and ending 31<sup>st</sup> December 2029: *Collaboration for Harm Reduction and Alcohol Safety in the Environment in Southern Africa (CHASE-SA)* that includes working in partnership with local communities across nine sites (three each in the Western Cape, Gauteng and Botswana).

**The main purpose of the Senior Research Officer position is:**

To conduct research, supervise students and provide support to a study commencing in 2025 and ending 31<sup>st</sup> December 2029: *Collaboration for Harm Reduction and Alcohol Safety in the Environment in Southern Africa (CHASE-SA)* that includes ensure strategic alignment with partners and working in partnership with local communities across nine sites (three each in the Western Cape, Gauteng and Botswana).

**CONTENT**

<b>Key performance areas</b>		<b>% of time spent</b>	<b>Inputs</b> (Responsibilities / activities / processes/ methods used)	<b>Outputs</b> (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Research	50%	<ul style="list-style-type: none"> <li>• Carry out and lead/co-lead and coordinate sub-research projects embedded in work packages within the CHASE-SA research project in Botswana and South Africa</li> <li>• Develop protocols for sub-research projects</li> <li>• Conduct policy and political economy analyses on topics related to alcohol as a commercial determinant of health in South Africa, Botswana and globally.</li> <li>• Conduct data collection, engage in primary and secondary data analysis including the production of research reports and scientific publications</li> <li>• Support ethics applications and/or annual renewal and/or amendments</li> <li>• Through research activities, support capacity development of junior staff and students</li> <li>• Support co-production of research with communities and policy makers</li> </ul> <p><b>[A Senior Research Officer should also actively participate in relationships building across stakeholders]</b></p>	<ul style="list-style-type: none"> <li>• Research activities successfully planned for and implemented as needed</li> <li>• Assist with drafting research-related outputs for related projects being executed by the Unit.</li> <li>• Draft and submit necessary ethics applications for own and related projects being executed in the project</li> <li>• Successful analysis and writing of scientific outputs</li> </ul>

2.	Support strategic and operational cross-country collaboration and learning with the team in Botswana, UK and with a civil society partner	15%	<ul style="list-style-type: none"> <li>• Work collaboratively with a team of scientists in South Africa, the UK and Botswana and with a civil society partner organisation</li> <li>• Support and manage alignment between partner organisation in the CHASE -SA project, specifically ensuring deliverables are being met across partners in Botswana, South Africa and the civil society partner Southern African Alcohol Policy Alliance</li> <li>• Arrange meetings and agendas across partners and countries</li> <li>• Participate and support research administration across partners countries</li> <li>• Travel to participating countries and within South Africa as needed for project deliverables</li> </ul> <p><b>[A Senior Research Officer should also support strategic and operational cross-country collaboration and learning with the team in Botswana and support monitoring that project deliverables are met]</b></p>	<ul style="list-style-type: none"> <li>• Deliverables across country partners are aligned in CHASE-SA</li> <li>• Successfully hosting meetings across country partners to ensure alignment between activities</li> <li>• Successful working partnerships with SAAPA and community partners</li> </ul>
2	Knowledge synthesis and translation (WP4) for and a range of stakeholders	20%	<ul style="list-style-type: none"> <li>• Engage in evidence synthesis of project results to support knowledge translation and dissemination of results in communities and with policy makers</li> <li>• Translate research findings into research articles, research/policy briefs, training materials, technical submissions or publications etc.</li> <li>• Coordinate webinars and face to face engagements with policy makers, civil society partners and in communities</li> <li>• Support the development of a community action manual for alcohol harm reduction</li> </ul> <p><b>[A Senior Research Officer should be able to establish a course of action to design and manage webinars and engagement with policy makers, civil society partners and in communities A Senior Research Officer should also provide joint oversight of, and participate in the development of a community action manual for alcohol harm reduction]</b></p>	<ul style="list-style-type: none"> <li>• Produce knowledge dissemination products including presentations, briefs, manuals etc.</li> <li>• Produce and/or support high quality evidence synthesis of data and information produced in the project</li> <li>• Produce and disseminate research findings to relevant stakeholders including community and policy maker level through multiple modalities</li> <li>• Maintain positive, mutually supportive relationships with internal and external stakeholders and decision- makers.</li> </ul>

3	Supervision of junior research fellows and student supervision	15%	<ul style="list-style-type: none"> <li>• Contribute to teaching through student supervision</li> <li>• Assist with hiring, supervision and mentorship of more junior staff including research assistants and/or interns and/or students in the CHASE-SA team</li> </ul> <p><b>[A Research Officer should co-supervise students at the master's level]</b></p> <p><b>[A Senior Research Officer should supervise students at the master's level and, if the SRO has a PhD, also at the doctoral level]</b></p>	<ul style="list-style-type: none"> <li>• Graduate students</li> <li>• Promote opportunities for and a culture of excellence for the growth of junior staff</li> </ul>
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**MINIMUM REQUIREMENTS**

<p>Minimum qualifications for <b>Senior Research Officer</b></p>	<ul style="list-style-type: none"> <li>• PhD in either public health, policy analysis, health systems, social sciences or related discipline OR a masters degree with ten years research experience and at least fifteen scientific publications</li> </ul>
<p>Minimum qualifications for <b>Research Officer</b></p>	<ul style="list-style-type: none"> <li>• A master degree either in public health, policy analysis, health systems, social sciences or a related discipline</li> </ul>
<p>Minimum experience (type and years) for <b>Senior Researcher</b></p>	<ul style="list-style-type: none"> <li>• At least <b>3 years</b> of non-degree related experience conducting social science or health related research in low-resource settings</li> <li>• Evidence of scientific publications, including 2 as lead author (5 as lead author if Masters degree candidate)</li> </ul>
<p>Minimum experience for <b>Research Officer</b></p>	<ul style="list-style-type: none"> <li>• At least <b>2 years</b> of non-degree related experience conducting social science or health related research in low-resource settings</li> <li>• Evidence of scientific publications, including 2 as lead author</li> </ul>
<p>Skills for a <b>Senior Research Officer</b></p>	<ul style="list-style-type: none"> <li>• Evidence of competency in mixed methods research (e.g. study design development and/or analysis and/or knowledge translation and/or interpretation of results)</li> <li>• Demonstrable evidence of leading qualitative research, including conceptualization, data collection, data analysis and writing</li> <li>• Experience in research coordination</li> <li>• Demonstrable experience in supervision of students (at least two graduated students)</li> <li>• Experience with research that actively engages with local communities</li> <li>• Evidence of knowledge translation and/or knowledge dissemination activities</li> </ul> <p><b>The following will be advantageous:</b></p> <ul style="list-style-type: none"> <li>• Experience in facilitating stakeholder engagements with communities and/or policy makers</li> <li>• Experience in working in large grants with international funding</li> <li>• More than 5 years non-degree related experience</li> <li>• Published evidence syntheses</li> <li>• Ability to work both remotely and/or in office</li> <li>• Owning a functional laptop</li> <li>• A full complement of quantitative research skills</li> <li>• Experience in university teaching</li> <li>• Driver's license</li> <li>• At least one additional Southern African language</li> </ul>
<p>Skills for a <b>Research Officer</b></p>	<ul style="list-style-type: none"> <li>• Evidence of competency in mixed methods research (e.g. study design development and/or analysis and/or knowledge translation and/or interpretation of results)</li> <li>• Demonstrable evidence of leading qualitative research, including conceptualisation, data collection, data analysis and writing</li> <li>• Experience in research coordination</li> <li>• Demonstrable experience in supervision of students (at least two)</li> <li>• Experience with research that actively engages with local communities</li> <li>• The ability to work both independently and as part of multi- and/or interdisciplinary research teams</li> <li>• Evidence of knowledge translation and/or knowledge dissemination activities</li> <li>• Willingness to travel locally and internationally</li> </ul> <p><b>The following will be advantageous:</b></p> <ul style="list-style-type: none"> <li>• Experience in facilitating stakeholder engagements with communities and/or policy makers</li> <li>• Experience in working in large grants with international funding</li> <li>• More than 5 years non-degree related experience</li> <li>• Published evidence syntheses</li> <li>• Ability to work both remotely and/or in office</li> <li>• Owning a functional laptop</li> <li>• A full complement of quantitative research skills</li> <li>• Experience in university teaching</li> <li>• Driver's license</li> <li>• At least one additional Southern African language</li> </ul>
<p>Knowledge for a <b>Senior Research Officer</b></p>	<ul style="list-style-type: none"> <li>• Demonstrable knowledge and research experience in <b>two</b> of the following areas: commercial/social determinants of health and/or alcohol research and/or health policy analysis and/or legal research relevant to public health</li> <li>• Fluency in English</li> </ul>

<b>Knowledge for a Research Officer</b>	<ul style="list-style-type: none"> <li>• Demonstrable knowledge and research experience in <b>two</b> of the following areas: commercial/social determinants of health and/or alcohol research and/or health policy analysis and/or legal research relevant to public health</li> <li>• Fluency in English</li> </ul>			
Professional registration or license requirements	<ul style="list-style-type: none"> <li>• None required</li> </ul>			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	<ul style="list-style-type: none"> <li>• Never having received funding from the alcohol or associated industries for research or related activities</li> <li>• Willingness to travel locally and internationally</li> <li>• Willingness to work both remotely and on site at the University as required</li> </ul>			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Analytical thinking – Problem solving	2	Follow up	2
	Coaching	2	Initiating action	2
	Conceptual thinking	2	Planning and organizing	2
	Communication in writing and verbal	2	Building partnerships	2

#### SCOPE OF RESPONSIBILITY

Functions responsible for	Conducting all allocated tasks timeously
Amount and kind of supervision received	At least every two or three weeks and/or as needed with line manager and/or PI
Amount and kind of supervision exercised	Supervision of research assistants and/or students and/or interns Supervision of project activities
Decisions which can be made	To be set out and decided with line manager and PIs
Decisions which must be referred	Some decisions need to be consulted on with line manager and PIs – to be set out and decided with line manager and PIs

#### CONTACTS AND RELATIONSHIPS

Internal to UCT	Reports to line manager and project PIs
External to UCT	All members of the CHASE-SA consortium