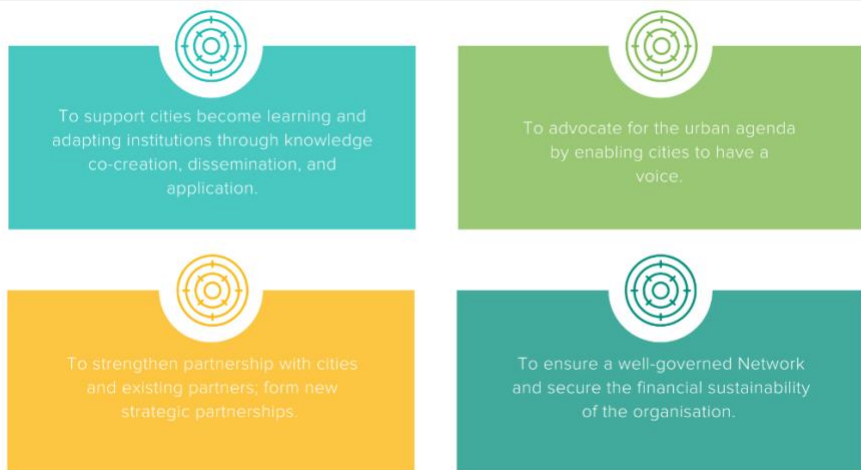


RESEARCHER - VACANCY

Job Title:	RESEARCHER	Job Grade	C-Upper
Department/Group:	POLICY RESEARCH & ADVOCACY (PRA)	Job Code/ Req#:	SACN
Location:	Johannesburg	Travel Required:	Travel Required
Reports to:	PROGRAMME MANAGER – PRA	Position Type:	PERMANENT
Positions reporting to incumbent:	None.	Date Posted:	JUNE 2022

Background

Established in 2002, the SACN is a network of South African cities whose long-standing mandate is to promote good governance and management in South African cities; analyse strategic challenges facing South African cities, particularly in the context of global economic integration and national development challenges; collect, collate, analyse, assess, disseminate, and apply the experience of large city government in a South African context; and promote shared-learning partnerships between the three spheres of government to support the management of South African cities. SACN objectives are to:



The South African Cities Network is recruiting for the Researcher vacant position. This post, among other activities is required to identify and develop research themes and policy briefs that will contribute to SACN's work, with a particular focus on the Sustainable and Resilient Cities theme whilst working within a matrix structure.

Purpose of Job:

Directors: Ms. Yolisa Kani (Board Chairperson and Non-Executive), Mr. Ashraf Adam (Non-Executive), Ms. Nontando Ngamlana (Non-Executive), Dr. Modjadji Malahlela (Non-Executive) & Mr. Sithole Mbanga (CEO SACN)

SACN Council Chairperson: Cllr. Xola Pakati (Executive Mayor of Buffalo City Metropolitan Municipality)

Company Secretary: Ms. Bronwyn Osman (SACN)

Company Registration Number: 2002/031754/08 / Non-Profit Organisation Number: 032-488-NPO

The main purpose of this role is to perform research activities, coordinate discussions and provides support to member cities and allied organisations on various projects initiated by the SACN. The position works under the supervision of the Programme Manager.

Key Roles and Responsibilities:

Project Coordination:

Must be able to:

- Work under supervision of Programme Manager to research the thematic focus areas/questions.
- Demonstrate flexibility in playing whatever role is necessary for team success.
- Coordinate the scheduling of Project activities so that the projects can be successfully executed.
- Assist with managing service providers and ensuring the delivery of outputs as required.
- Ensure that Project contracts are signed.
- Ensure that project close reports are submitted to the Programme Manager.
- Present the findings of Projects in written format and oral presentations.
- Ensure that project research papers are filed with the Programme Coordinator.

Data Collection:

Must be able to:

- Contribute to data collection and produce data.
- Coordinate the production of research papers and publications on behalf of the Programme Manager.
- Support, convene and participate in knowledge sharing and learning events such as workshops and reference group meetings.
- Ensure that the material produced during research is practicable and usable.
- Keep abreast of developments in relevant thematic areas.

Data Analysis:

Must be able to:

- Analyse information and conduct trend analysis.
- Monitor data and reduce bias.
- Identify the knowledge benefit of the programme.
- Package the knowledge outputs into knowledge products.

Qualification and Experience requirements:

- Honours degree or equivalent in Sustainable Development / Environmental Sciences/Natural Resource Management / Climate Change, Environment and Society / or a combination of these.
- 2-3 Years' experience in the public sector, academia and/ or local government.
- Experience in Environmental Economics and green/circular economy related research and/projects will be an added advantage.

Skills Requirement:

Behavioural Skills Requirement:

Project Management:

Must be able to:

- Collaborate effectively with others to solve problems and make decisions.
- Gather and analyse relevant information to plan a course of action.
- Use appropriate resources for gathering information and utilising it.
- Alert Manager immediately about potential problems.
- Document project progress, changes, decision points, as necessary.
- Convey information to all stakeholders in both written and verbal formats.
- Work backwards from set goals and understand critical path dependencies.
- Stay focused on priorities even with many competing demands.

Analytical Skills:

Must be able to:

- Identify key facts in the research outcomes.
- Notice when data appear wrong or incomplete or need verification.
- Distinguish information that is not pertinent to the project.
- Undertake a process of information and data collection and analysis for integration purposes.
- Identify and make sets of information and determine their relationships.
- Identify the logical, factual outcomes based on the data, information and analyses conducted.
- Collect all the relevant information and data needed to address the problem.
- Break down complex information into component parts.
- Sort and groups of data and apply causal relationships.
- See underlying principles, patterns, or themes in an array of related information.
- Apply logic and complex layers of rules to analyse and categorise complicated information.
- See relationships between information in varied forms and from varied sources.
- Go beyond analysing information to develop a conceptual understanding of the meaning.

Influencing Skill

Must be able to:

- Engage on behalf of SACN with stakeholders.
- Build credibility as a representative by demonstrating personal commitment and sharing information.
- Achieve objectives and preserves the relationship.
- Adapt words and behavior subtly through an awareness of the effect he/she is having on someone else. Make presentations when required.
- Generate commitment and enthusiasm from the project team to set and achieve the objectives.

Initiative

Must be able to:

- Recognise situations that warrant initiative and moves forward without hesitation; reasonably resolves issues, problems, or situations and report to Programme Manager.
- Demonstrate a sense of urgency, motivation, and tenacity in achieving objectives.
- Pursue increased challenge and accountability in project tasks.

Ethics & Integrity:

Must be able to:

- Respect and maintain confidentiality.
- Tell the truth and be honest in all dealings.
- Keep promises and commitments made to others.
- Do the right thing, even when it is difficult and not yield to pressure to show bias or manipulate others.
- Circumvent situations and actions considered inappropriate or which present a conflict of interest.
- Adhere to a set of core values that are represented in decisions and actions.
- Avoid misrepresenting themselves or use position or authority for personal gain.
- Take responsibility for own work, including problems or issues.
- Motivate and mobilise the stakeholders to accept recommendations for inclusion in policies and legislation.
- To draw attention to important issues and direct decision makers to a solution.

Functional Skills Requirement:

Business Administration:

Must be able to:

- Schedule and coordinate the project's activities supporting the research area.
- Coordinate the generation of research papers and data collection and data analysis.
- Ensure the research papers are filed and recorded.
- Document project progress, changes, decision points, as necessary.
- Collect all the relevant information and data needed.

Technical Solution Development:

Must be able to:

- Address, in a methodically and logical way, project research outcomes.
- Deliver project close reports to the Programme Manager timeously.

Technical Support:

Must be able to:

- Understand the local government environment and the issues surrounding it in making SACN a relevant organisation.
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- be the point of contact for service providers working on the research projects.
- listen to symptom descriptions, analyse problems, respond effectively, and ensure that the programs in SACN are aligned with stakeholders needs.
- collaborate with research teams members to identify issues and resolve them.

Key Output Areas:

1. **Fully developed research themes and policy briefs.**
2. **Well-articulated research activities.**
3. **Knowledge sharing learning events planned and convened.**
4. **Project Plan with activities submitted for each Research Project.**

5. Project close reports generated and submitted to Programme Manager.

TIME SCALE

This is a permanent post.

APPLICABLE TERMS & CONDITIONS

This post is advertised on a rolling basis. The SACN reserves the right to award this post as soon as a suitable candidate is identified, as well as the right not to award at all or to renegotiate its terms, subject to circumstances and adequacy of submissions. If you do not hear from us within a month of the closing date, please regard your application as unsuccessful. Correspondence will be entered to with shortlisted candidates only.

SUBMISSIONS AND ENQUIRIES

Potential candidates meeting the post criteria are invited to provide SACN with the following:

- ✿ A covering letter indicating an understanding of the post requirements and any qualities or suitability;
- ✿ A current Curriculum Vitae that includes relevant contact details, current references and certified copies of qualifications certificates.

Closing date for submissions: 13 JULY 2022

E-mail your submissions to researcher@sacities.net

Technical enquiries may be directed to khosi@sacities.net