

ASSISTANT DIRECTOR: POLICY AND RESEARCH X2

Hiring organization

Commission for Gender Equality

Description

POSITION : ASSISTANT DIRECTOR: POLICY & RESEARCH X2

Date posted

December 12, 2025

REFERENCE NO : REF NO: ADPR /11/2025

Valid through

09.01.2026

OFFICE/UNIT : POLICY AND RESEARCH

CENTRE : HEAD OFFICE, JOHANNESBURG

REPORTS TO HOD: POLICY & RESEARCH

SALARY LEVEL : 9

REMUNERATION : SALARY PACKAGE: R468 459.00 per annum

Responsibilities

DUTIES AND RESPONSIBILITIES

- Conduct research work, including research data gathering through project field work.
- Conceptualisation of research projects and other research related activities.
- Participation in the implementation of the Research Department's Annual Plan of Action.
- Carrying out activities and functions related to the administration and conducting of the Research Department projects.
- Participation in various departmental activities, including workshops and seminars to make presentations on research findings
- Contributing to public debates on gender related issues, including making inputs into internal and external policy processes on gender related issues as and when necessary. Liaise with CGE stakeholders.
- Perform other activities related to the work of the Research Department as assigned by the Head of Department and Deputy Director.

Qualifications

MINIMUM REQUIREMENTS

- South African Citizen
- A Master of Arts (MA) degree in Social Sciences or a related behavioral science qualification is a basic requirement.
- A minimum of three years of demonstrable research work experience using quantitative or mixed methods on gender-related issues, as well as demonstrable professional report writing experience with a publications record, are key requirements.
- Possession of a valid driver's license is essential.
- The ability to work individually and as part of a team is crucial, including the readiness to travel extensively throughout the country to conduct research work.

Competencies required:

- Sound knowledge of gender issues and familiarity with the mandate and the work of the CGE. Project management skills; analytical skills; typing skills; research skills in the field and data gathering; computer literacy & demonstrable knowledge and experience in the use of quantitative or mixed-methods research methodologies. Excellent verbal and written communication skills, including research report writing and presentation skills. Ability to work independently. Ability to speak at least one African language will be an added advantage

Contacts

HOW TO APPLY

It is mandatory that an applicant submit the following:

- Comprehensive CV and Motivational letter
- Certified copies of ID, drivers' license and Qualifications.
- Telephone details and e-mail addresses of three contactable referees.
- All the above-mentioned documents must be sent via email to:
recruitment@cge.org.za.
- Correspondence will be limited to the short-listed candidates only.
Applicants with a foreign qualification must submit a SAQA evaluation report of their qualification.