

HEAD OF DEPARTMENT (HOD): POLICY AND RESEARCH (Level 13)

Responsibilities

REF NO: CGE HOD-RES 07/2024

SALARY LEVEL 13: R 1 216 824 .00 per annum (all-inclusive package)

This position reports to the Chief Executive Officer (CEO) of the CGE. The HOD Policy & Research will manage the activities, outputs and outcomes of the Policy & Research Department, providing leadership and strategic direction to the work of the Department, with the primary responsibilities that include planning, implementing and managing the overall team and business of the Policy & Research Department.

Requirements

- Must be a South African Citizen.
- Masters, degree in the Social Sciences or related fields; a PhD would be an added advantage.
- Minimum five years relevant working experience in middle management in the public sector or research institute
- An extensive record of publications in the Social Sciences or related fields.
- Proven experience as a research report editor.
- Proven experience in managing and overseeing a team of researchers
- Experience in conducting qualitative and quantitative research.
- Project management and research supervision experience.
- Knowledge of statistical software/packages.
- Astuteness or critical thinking.
- Curiosity or the passion to delve deeper into issues to unearth insight.
- Commitment – policy and research is a tough job, it may involve long hours and short timelines, thus, the incumbent must be resilient.
- Excellent written and verbal communication skills, especially research report writing skills.
- Systematic and attention to detail.
- Sympathetic listener and interpersonal skills, particularly when conducting research with human subjects.
- Commitment to working towards a gender equality society.
- Oral and written presentation skills.
- Valid driver's licence and willingness to travel

The successful candidate must be competent in the following key performance areas:

The HOD Policy and Research shall oversee the Policy and Research initiatives of the CGE, including:

1. Participation in the strategic planning of the CGE and ensuring that the annual performance and quarterly plans of the Policy and Research Department are developed, implemented, monitored and reported on as required.
2. Guiding strategic research initiatives and driving high-quality research outcomes
3. Providing strategic leadership, direction and mentorship to Researchers on

Hiring organization

Commission for Gender Equality

Duration of employment

5-year Performance-based contract

Job Location

HEAD OFFICE (Johannesburg)

Date posted

August 26, 2024

Valid through

09.09.2024

the implementation of innovative and transformative research initiatives, including change management within the department and the CGE at large.

4. Developing the relevant skills in the Department, to adapt to the use of new industry technology, promoting efficient transition to the 4th Industrial Revolution as required.
5. Development and enforce proper work ethics and management standards within the Department and the CGE at large, as well as manage work efficiency and productivity, against agreed-upon benchmarks.
6. Setting research goals aligned with the CGE's mandate, including the institutional vision, mission and core values.
7. Conceptualisation and supervision of multiple research projects, nationally and provincially.
8. Conceptualisation of the research agenda of the CGE in consultation with the relevant oversight structures, for consensus management.
9. Implementing effective budget planning and financial management of the Department's resources.
10. Management of internal and external stakeholders, including service providers, especially for the Policy and Research Department.
11. Ensuring compliance with the CGE internal regulatory tools, as well as national and international legislation governing the work of the CGE and the public sector at large.
12. Taking a leadership role in working with partner organisations on key policy issues.

Other operational responsibilities will include:

1. Coordinating the development of research proposals, terms of reference, methodologies, research instruments and data collection approaches amongst others.
2. Developing and maintaining systems to support research coordination and goals, including standard approaches for qualitative and quantitative research.
3. Developing and managing the research team, including building the required skills development initiatives.
4. Preserving excellent research integrity and ensuring appropriate research methodology, as well as managing the production of research reports.
5. Ensuring the integration of research outcomes into CGE programmes.
6. Managing the research process and keeping research products on track for release dates determined in partnership with internal oversight structures.
7. Ensuring all research reports are professionally reviewed and edited, including the production of factsheets and policy reviews.
8. Ensuring the policy and research products are disseminated to relevant stakeholders, using as many media platforms as possible, including social media platforms.
9. Coordinating the synchronization between research findings and findings of legal investigations.
10. Ensuring that research inform improvements in the operationalization of the mandate of the CGE, including assessing benefits to the intended stakeholders.
11. Providing technical research assistance and support within the institution when the need arises.
12. Supporting strategic impact assessments of the work of the CGE.
13. Preparing presentations to Parliament and other stakeholders as required.
14. Participate in CGE internal and external meetings and perform other duties as assigned by the employer.
15. Use your best endeavour to promote and extend the good name and standing of the CGE, including adhering to good governance principles of

the public sector.

16. Uphold the institutional values of the Commission for Gender Equality.

Prospective candidates will be required to submit samples of their published written work and/or published articles.

Applications

It is mandatory that an applicant submit the following:

- Motivational letter and Comprehensive CV.
- Certified copies of ID and Qualifications.
- Telephone details and e-mail addresses of three contactable referees.

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. The CGE reserves the right not to fill this advertised position. The CGE is an equal opportunity, affirmative action employer committed to the achievement and maintenance of fair representation (race, gender, and disability). Whites, Coloureds, Indians and persons with disabilities are encouraged to apply. Shortlisted candidates will be subjected to background checks and psychometric assessment. Preference will be given to South African citizens.

For enquiries (Not Applications), contact Ms. Mesele Matlala – HR Manager at Tel: 011 403 7182 or 063 356 2354

Closing date: 09 September 2024 @17h00

No late applications will be accepted.