



The Commission for Gender Equality (CGE) is an Independent statutory body created in terms of the Constitution of the Republic of South Africa, 1996 (as amended). The CGE is committed to promoting a society free from gender oppression and all forms of gender inequality. Applications are invited from suitably qualified candidates for the following position:

ASSISTANT DIRECTOR: POLICY & RESEARCH
Level 9: Salary Package: R413 791.66 per annum.
Ref: CGE ADPR-HO 04/2023
Centre: Head Office- Johannesburg-Gauteng Province

Requirements:

A Master of Arts (MA) Degree qualification in the Social Sciences or any other behavioral sciences qualifications is a basic requirement. A minimum of three years demonstrable research work experience on gender related issues and a demonstrable professional report writing experience with a publications record is a key requirement. Possession of a valid driver's license is essential. Ability to work individually and as part of a team is crucial, including 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; analysis skills; typing skills; research field and data gathering skills; computer literacy & demonstrable knowledge and experience in the use of relevant social science data gathering and 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.

Duties: 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 function 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.

Applications

It is mandatory that an applicant submit the following:

Comprehensive CV.

- **Certified copies of ID and Qualifications.**
- **Telephone details and e-mail addresses of three contactable referees.**
- **A motivation letter and the above-mentioned documents must be sent to, P.O. Box 32175, Braamfontein, 2017 or hand delivered to this this address:**

**No:02 Kotze Street,
Women's jail, East Wing
Constitutional Hill
Braamfontein
2017**

Please note that no late applications will be accepted. 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 representivity (race, gender, and disability). Preference will be given to South African citizens. All shortlisted candidates will be subjected to background checks and competency assessment.

**For enquiries (Not Applications), contact Mr. Khuliso Tshivhase (HR Generalist) at:
Tel: 011 403 7182**

Closing date: 26 May 2023

No late applications will be accepted.