



EQUITABLE EDUCATION AND ECONOMIES (EEE)

In delivering 'social science that makes a difference' the Research Divisions, Units, Institutes and Centres of the Human Sciences Research Council (HSRC) undertake policy-oriented research from its offices in Pretoria, Cape Town, Durban, and Pietermaritzburg. Our public purpose mandate is set out in the Human Sciences Research Council Act of 2008.

The Equitable Education and Economies (EEE) division undertakes research to transform educational outcomes and increase economic participation. It recognises that education and the economy have long been linked, and conducts research to understand educational performance and improve learning outcomes, and to interrogate social, spatial and structural obstacles to economic participation.

EEE is looking to appoint an experienced, high functioning Project Manager at the rank of **Chief Researcher/Research Specialist** for a period of 5 years to be based in Cape Town or Durban, commencing **1 April 2024**. The project for which this appointment is to be made is called *u'GOOD*, and aims to test and further develop relational approaches to wellbeing; and generate empirical insights into key contemporary challenges to young people's wellbeing, and how they are addressing these. The programme is structured into four thematic areas that act as entry points for investigations on the wellbeing of Young People: Livelihoods, Climate change, Digitalisation and Mental health.

Project Manager (Chief Researcher or Research Specialist) **Ref. No: U'GOOD-PM 02/2024**

Key Responsibilities

1. **Coordinate** all aspects of the *u'GOOD* research programme as part of a large multi-country research team under the leadership and guidance of the Principal Investigators and a national research funding partner (NRF), across a maximum of 23 research projects.
2. **Oversight on the management and co-ordination** of programme committees (Project Advisory Group and Continental Advisors) and a few other programme appointments.
3. Work closely with Project Administrators and other members of the support function of the unit to ensure all **deadlines and milestones** are met, and that the project timeline and budget is continually monitored.
4. **Liaise** with country researchers to ensure regular reporting on project progress.
5. **Convene** monthly research team meetings and bi-monthly management meetings, and ensure follow up and implementation of agreed decisions.
6. **Compile quarterly narrative reports** for the funder and prepare agendas for quarterly meetings with funder.
7. **Supervise** the activities of junior and short-term project staff and ensure work is completed on time and to quality.
8. **Manage data**, both quality and storage, and ensure that adequate back-ups are in place, and all team members have access to relevant data and project information.
9. Contribute to **writing up research findings** for the funder, and for conferences and wider publication and dissemination.
10. **Develop new areas of inquiry** within the project in order to further develop own research interests.

Key requirements:

1. A completed (or close to completion) **PhD** degree in the Social Sciences;
2. At least 3-5 years' **research management experience** in a research environment with a willingness to learn in order to establish yourself as a future independent researcher;
3. Exposure to **multi-stakeholder and/or multi-country research project management** would be an advantage;
4. A track record of **peer reviewed, accredited publications** (at least 3-5 publications, with some first authored);
5. An understanding of **administrative procedures** linked to research processes and activities will be an advantage;

6. **Fluency** in English with excellent written and verbal **communication** skills;
7. Competency in **computer programmes** such as Word, OneDrive, Excel, PowerPoint, referencing software
8. Proactive with a **problem-solving** mindset, advanced organisational skills, the ability to multi-task and with great attention to detail;
9. **Assertiveness** in dealing with colleagues (superiors and subordinates) and external stakeholders in order to complete the task at hand;
10. The capacity to **work under pressure**, to meet deadlines and to work after hours if required;
11. Preference will be given to South Africans and those who contribute to meeting the equity targets of the HSRC.

The HSRC offers attractive, market-related salaries, depending on qualifications, experience and recent performance.

APPLICATIONS:

1. A cover letter of motivation indicating your suitability for the position;
 2. A detailed CV with a full list of publications and an indication of your residency status;
 3. Two examples of published academic work;
 4. The details of three recent referees with contact details and institutional affiliation.
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Shortlisted applicants may be required to undertake a written competency exercise for this position.

Please submit your application on-line at <http://hsrc.jb.skillsmapafrica.com/>

Please note the following:

- Ensure you use Google Chrome or Firefox from a computer or laptop, and not a cell phone
 - Only your CV can be uploaded on the first page after you have registered/logged in.
 - ALL OTHER DOCUMENTS can be uploaded on the "Document" tab on your profile
 - Attachments must be less than 2 MB.
 - Should you experience problems applying online, please send your applications to recruitment@hsrc.ac.za. Clearly indicate the reference number in the subject line.
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Enquiries (NOT Applications or CVs) may be directed to **Dr Angelique Wildschut** email awildschut@hsrc.ac.za Closing date: **4 March 2024**. We encourage applicants to submit prior to the closing date. If you do not receive any response from us within eight weeks, please accept that your application was unsuccessful. Only candidates who are interviewed will be advised of the outcome of their application.

The HSRC reserves the right not to make an appointment.

APPLICATIONS FROM RECRUITMENT AGENCIES WILL NOT BE ACCEPTED.