



The Graduate School of Development Policy and Practice (GSDPP) provides professional and academic training for senior public officials and those engaged in public policy in South Africa and other African countries. The School promotes the development of strategic public leadership, including a strong emphasis on accountability and trust in governance.

The Graduate School of Development Policy and Practice is currently seeking to appoint a

Research Coordinator: Fellowship - T1 conditions

There is a need for a set of recommendations to be developed capturing the relationship between agriculture and industrialisation. A research project with that purpose will be sponsored by GSDPP, with the intent of producing a series of policy papers and a book capturing the essential threads of the current debate.

The Fellow would provide support to Professor Carlos Lopes to both develop the research materials and to organise the meetings and conferences associated with the design of new strategies to enhance African development. Parallel to this s/he will assist in the communication and media interventions of Professor Lopes.

The responsibilities of a research coordinator will be as follows:

- Conduct literature reviews
- Collect and analyse data
- Provide all administrative support for the PI and ensure that research approvals are done by relevant authorities
- Prepare materials for submission to granting agencies and foundations
- Request or acquire equipment or supplies necessary for the project
- Manage and respond to project related email
- Prepare, maintain, and update website materials
- Attend project meetings
- Attend area seminars, conferences and other meetings as necessary
- Summarize project results
- Prepare progress reports for the PI , whenever required
- Prepare other articles, reports, and presentations
- Support the PI with all communications and media interventions

- Monitor the assigned project budget
- Plus any other duties as assigned by the PI, the Head of Department or senior managers within the School

The Fellow/ research coordinator should have the following attributes:

- Be an established African research professional working in the policy-reform space
- Have a Masters or Honours degree in social sciences or related topics
- Proven interest in data and statistics
- Excellent writing and editing skills in English
- A reasonable level of confidence with budgets and finances
- Excellent communication and interpersonal skills
- Energy and tact
- Strong organizational skills and ability to produce under pressure
- Have a knowledge of and interest in the role of agriculture in the African development

The position is offered as a half-day contract, flexitime by arrangement, for a six-month period, which may be renewed. Postgraduate students are encouraged to apply, but the position is not restricted to people currently studying. The half time salary is R11, 316 per month.

Apply by email to the attention of Ms. Maria Beaunoir on email address maria.beaunoir@uct.ac.za including your CV and a covering letter indicating why you believe you are suitable for the position.

Closing date: Wednesday 18 April 2018