



**CENTRE FOR  
DEVELOPMENT  
AND ENTERPRISE**

**JOB PROFILE**

**POSITION** : Policy/Political Analyst  
**REPORTS TO** : Head of Research  
**PACKAGE** : Market-related based on experience  
2 year limited duration contract

CDE is an independent leading policy think tank playing an important part in how South Africa deals with poverty, unemployment and inequality. Our track record (see [www.cde.org.za](http://www.cde.org.za)) in favour of reform and more inclusive growth is unparalleled in the country. Our international links in the USA, India, Brazil, and elsewhere provide new perspectives on South African issues. Our ability to talk to diverse groups ranging from government, parliament and metro leaders to business and civil society leaders places us in a unique position to offer policy insights and advice.

CDE is looking to hire an excellent candidate keen to work with our small team of senior experts reporting to the Head of Research. Join us and contribute to our exciting programme of policy work at city and national levels as South Africa starts to reform and build a better future for everyone.

The successful candidate will be appointed as a Policy Analyst and will be required to write high-level briefings and reports; plan, conduct, commission and manage research projects; work with senior researchers and analysts; interact with political and business leaders; and contribute more generally to CDE's mission of promoting reform, growth and inclusion in South Africa.

**REQUIRED EDUCATION, EXPERIENCE AND KNOWLEDGE:**

Masters in politics, history, economics or any relevant social sciences.

The successful candidate will be hired as a Policy Analyst on a two-year contract and will be expected to write high level briefings and reports; plan, conduct, commission and support innovative research projects; work with senior researchers and analysts; interact with political and business leaders; and contribute more generally to CDE's mission of promoting reform, growth and inclusion in South Africa.

**Facts Matter**

**BOARD:** L Dippenaar (chairman), A Bernstein (executive director), A Ball, C Coovadia, B Figaji, R Khoza, M Le Roux, S Maseko, I Mkhabela, S Nkosi, W Nkuhlu, S Ridley, A Sangqu, M Teke, S Zibi

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The required competencies include excellent writing skills, strong interpersonal skills, very good analytical ability, and experience working under pressure to meet deadlines. Advanced MS office skills and an ability to contribute to team success are essential. The position is open to South African Citizens with a minimum of two years' experience in a similar role.

#### **PREFERRED QUALIFICATION AND SKILLS**

PhD in politics, history, economics or any relevant social sciences. Additional language proficiency in Sotho, Zulu, Xhosa as well as five to eight years' experience in a similar role.

Knowledge of and experience working with South Africa's TVET, NEETS and youth unemployment policy challenges would also be advantageous.

#### **KEY PERFORMANCE AREAS:**

- Research and information analysis;
- Writing: reports, reviews and briefs;
- Project support and administration; and
- Participation in workshops and event organisation.

**The Centre for Development and Enterprise reserves the right not to make an appointment.**

Should you be interested in applying for this position please send the following to [recruitment@cde.org.za](mailto:recruitment@cde.org.za):

- a brief CV
- one-page covering letter setting out your interest in and suitability for the job
- the names and contact details of three referees

Correspondence will be entered into with shortlisted candidates only. Original proof of academic qualifications will be required from shortlisted candidates only.

**Closing date: 15 February 2019**