



JOB PROFILE

POSITION	:	Senior Research Project Manager
START DATE	:	January 2023 (neg)
DURATION	:	24 Month contract
PACKAGE	:	Market related based on experience
LOCATION	:	Parktown - JNB - 100% office based
DEPARTMENT/DIVISION	:	Research
REPORTS TO	:	Research Director

CDE is an independent policy analysis and advocacy organisation, regarded as South Africa's leading development think tank. CDE engages with and disseminates its work to a national audience of policymakers, opinion formers and the wider public through briefings, printed and digital publications, webinars, infographics and multimedia platforms which receive extensive media and social media coverage.

PURPOSE OF POSITION

The successful candidate will be hired as a Senior Research Project Manager on a two-year contract and will be expected to budget for, manage and implement plans and activities to deliver on project objectives and to provide an efficient, proactive, accurate and comprehensive Project Management service to CDE. Secondly, they need to write and edit high level briefings, reports, conduct and commission innovative research projects, work with senior researchers and policy analysts, interact with political and business leaders, and contribute to CDE's mission of promoting reform, growth and inclusion in South Africa.

KEY PERFORMANCE AREAS

The successful candidate will be responsible for the following for multiple projects:

PROJECT MANAGEMENT

Project Proposals and reporting

- Identify potential projects and donors
- Coordinate proposal development process
- Assist with input into project proposals submitted to potential donors
- Report to donors as per donor agreements

Facts Matter

ADVISORY BOARD: R Jardine (chairman), A Bernstein (executive director), A Ball, C Coovadia, B Figaji, S Maseko, I Mkhabela, M Morobe, S Nkosi, S Ridley, S Sithole, S Zibi **CDE PATRON:** L Dippenaar

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Project Planning and Budgeting

- Review and scope project deliverables to determine budget implications
- Develop relevant project budgets in “Simple Intelligence” software and monitor timesheets and expenses against approved budget
- Ensure payment of contractors and suppliers as required

Project Execution & administration

- Take responsibility for overall successful execution of project deliverables
- Co-ordinate and implement relevant project activities in line with project plans
- Ensure smooth delivery through managing problems and challenges as they arise
- Do relevant planning to ensure successful execution of relevant events
- Manage logistical and administrative activities relevant to project events
- Support less experienced staff to develop project management skills
- Co-ordinating meetings, including distribution of relevant documentation
- Taking and distributing minutes during the relevant meetings
- Do relevant presentation on projects when required
- Compile and distribute relevant project reporting

RESEARCH MANAGEMENT

Research and information analysis;

- Conducting or managing the commissioning of research

Writing & editing: reports, reviews and briefs;

- Draft and edit reports to be published by CDE

EDUCATION, SKILLS AND EXPERIENCE

REQUIRED:

- Masters in any of the social sciences
- Five years’ experience in a similar role
- Interest in and experience in working with South Africa’s current socio-political challenges

PREFERRED:

- PhD in politics, history or economics
- Additional language proficiency in Sotho, Zulu, Xhosa
- Eight years’ experience in a similar role

COMPETENCIES

Technical competencies

- Advanced knowledge of MS products including Word, Excel, Powerpoint, PowerBI, Dynamics, Sharepoint and Microsoft Project or Planner

Personal competencies

- Effective presentation skills
- Positive communication skills – written and oral

- Project management skills
- Sound interpersonal skills
- Understanding of budgets
- Ability to plan and organize effectively
- Achievement orientated and self-disciplined
- Ability to meet deadlines & manage time efficiently
- Flexibility
- Ability to stay calm under pressure
- An analytical mind with problem solving abilities

Other competencies and experience

- Excellence and quality orientation
- Meticulous attention to detail
- Relevant industry experience (Non-profit and /or research)
- Staff management and development

Interview process

Applicants will be required to submit relevant writing samples that are solo authored.

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 a brief CV to Michelle at recruitment@cde.org.za with a short note setting out your interest in and suitability for the job.

Correspondence will be entered into with shortlisted candidates only.

Original proof of academic qualifications will be required from shortlisted candidates.

Closing Date: 02 December 2022