



NOTES

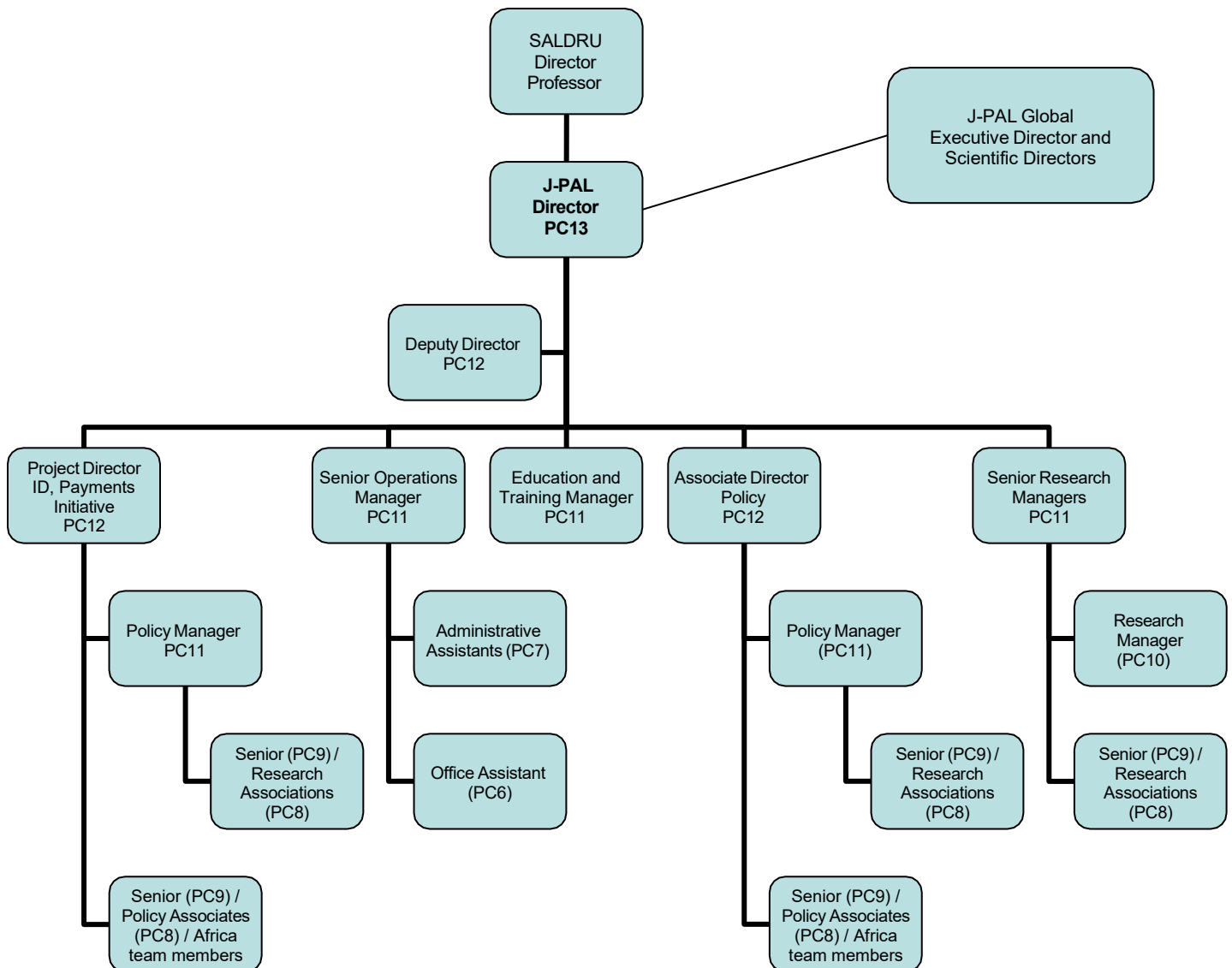
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Associate Director Policy		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC12	Date last graded (if known)	Dec 2018
Academic faculty / PASS department	Commerce		
Academic department / PASS unit	Economics		
Division / section	SALDRU		
Date of compilation	16.10.2018		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The Associate Director Policy is in charge of leading the policy team at J-PAL Africa. S/he will help set the vision for the goals and plans of the policy team. The main goals of the policy team are to promote evidence informed policymaking in Sub-Saharan Africa and to turn evidence backed programs and policies into scaled-up, effective programs on the continent. The Associate Director Policy will do this by supporting the projects of each of the staff members, as well as identifying and creating new opportunities for policy outreach and scale across Sub-Saharan Africa

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Establish vision for the Policy Team	15%	<ul style="list-style-type: none"> • Work with the team to identify policy priorities • Think creatively about how to apply lessons in new spaces • Fundraise to help make the vision a reality 	<ul style="list-style-type: none"> • Policy team members who are responsive to the interests of policymakers and brings evidence-based programs and policies to scale • Expanded reach of the policy team throughout the region • Ensure our focus remains on getting to scale • Creative ways found to share evidence and build buy-in
2	Manage Policy Team	10%	<ul style="list-style-type: none"> • Recruit, train and manage new staff under your portfolio • Plan strategically for the team long term • New policy staff: <ul style="list-style-type: none"> • Develop plans for onboarding • Create feedback system for new staff support them in individual goals 	<ul style="list-style-type: none"> • Specific policy staff supported in developing their own skills and interests • Overall ability, accuracy and productivity of the policy team increased • Develop staff who help grow scale-ups in the region
3	Manage and support policy events and external communications	10%	<ul style="list-style-type: none"> • Think strategically about external communications, trainings and events • Create and manage budgets • Create content and present • Look for and create high-impact opportunities to disseminate J-PAL results • Relationship development/ management with key stakeholders across the continent 	<ul style="list-style-type: none"> • Policymakers and implementers exposed to the evidence base from randomized evaluations. • Policy events are creatively and effectively leveraged as a means to build relationships and push forward opportunities for scale ups
4	Identify and support opportunities for evidence- informed policy making and scaling up in Sub-Saharan Africa	60%	<ul style="list-style-type: none"> • Identify and foster new opportunities across Africa • Share and apply evidence for programme/ policy design • Build and grow relationships with key policy makers/ stakeholders across Africa • Cultivate relationships with existing and prospective funders • Develop fundraising proposals for scale-up work • Support existing scale opportunities <ul style="list-style-type: none"> • Lead piloting and scoping work • Hire, train and manage staff in scale countries as necessary • Support policy replications • Create and manage budgets 	<ul style="list-style-type: none"> • Get concrete movement to scale on evidence- informed programme/s including staff on the ground, support from gov't, implementing partners etc. • Hire scale-focused, in-country staff as required • Solid relationships with key stakeholders held
5	Maintain expertise in J-PAL subject areas	5%	<ul style="list-style-type: none"> • Become an expert in results from the J-PAL network in certain subject areas (to be determined jointly with policy team) • Have strong general knowledge of all policy-relevant J-PAL research • Lead policy presentations, during events and in smaller meetings 	<ul style="list-style-type: none"> • Top-notch knowledge of the evidence in the relevant sectors contributes to programme design and thinking • Evidence is easily, accurately and effectively shared with policymakers and implementers

MINIMUM REQUIREMENTS

Minimum qualifications	NQF9 qualification (for example, Masters) in Public Policy or Economics or another similar social science including graduate level courses in econometrics/ statistics, microeconomics or development economics			
Minimum experience (type and years)	<ul style="list-style-type: none"> • A minimum of 5 years relevant work experience • Demonstrated ability to analyse rigorous quantitative research • Experience leading policy outreach including strategically identifying and mobilizing appropriate policymakers and developing and maintaining these relationships • Advanced writing and oral presentation skills in English, particularly the ability to communicate technical research to policymakers in a non-technical manner • Experience preparing policy outreach materials, including written memos and formal presentations • Experience in identifying, designing and supporting opportunities for scaling up effective programmes/ policies • Demonstrated leadership and programme management experience, including contributing to team strategy, hiring and training staff • Experience organising, managing and presenting at training/ dissemination events • Strong skills in Excel, Word and PowerPoint • Experience writing and managing budgets • Proven ability to handle multiple diverse assignments at one time, successfully complete assigned tasks and meet deadlines while conducting high-quality work • Experience managing grants and donor relationships 			
Skills	<ul style="list-style-type: none"> • Strong skills in Excel, Word and PowerPoint • Econometrics • Highly quantitative and analytical • Excellent written English • Excellent Programme and people management • Strategic Thinking 			
Knowledge	<ul style="list-style-type: none"> • Economics • Understanding of randomised evaluations of social policies/ programs 			
Professional registration or license requirements	n/a			
Other requirements (If the position requires the handling of finances, must include 'Honesty to handle cash or finances'.)	<ul style="list-style-type: none"> • Willingness to travel extensively • Advantageous <ul style="list-style-type: none"> ○ Fluency in French 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Individual Leadership	3	Communication	3
	Strategic leadership	3	Creativity and Innovation	3
	Adaptability/flexibility	3	People Management	3
	Analytical skills/problem solving	3	Building partnerships	3

SCOPE OF RESPONSIBILITY

Functions responsible for	Leadership, HR placements, Outward facing communication
Amount and kind of supervision received	Directly from the J-PAL Africa Executive Director
Amount and kind of supervision exercised	Will provide primary oversight on for the J-PAL Africa Policy vertical
Decisions which can be made	Performance management, work delivery plan, fundraising proposal submissions
Decisions which must be referred	Sign off on strategy, big new decisions

CONTACTS AND RELATIONSHIPS

Internal to UCT	Human resources
External to UCT	J-PAL Offices (in USA, Chile, India, Indonesia, France), J-PAL Affiliates at universities around the world) international donors, policymakers across African countries, NGOs