



SENIOR MANAGER: OPERATIONS

**NATIONAL INCOME DYNAMICS STUDY (NIDS PANEL SURVEY) at
SOUTHERN AFRICA LABOUR AND DEVELOPMENT RESEARCH UNIT (SALDRU)**

FACULTY OF COMMERCE

SALDRU is the implementing agency for the National Income Dynamics Study (NIDS) on behalf of The Presidency. NIDS is a panel survey that tracks and interviews 30,000 individuals on an ongoing basis and conducts in-person interviews with them at two-yearly intervals. The fieldwork is outsourced, but NIDS maintains a staff of around 30 that ensures that the data being collected is both accurate and complete. For this exciting project, we require an experienced Senior Manager of Operations. This is a contract post, initially until 31st August 2018 with a possibility of extension for repeated further 2-year funding cycles.

Minimum requirements include:

- Masters Degree in Economics, Statistics, Business Management, Social Sciences or similar.

Minimum Experience:

- Experience managing large-scale quantitative social surveys within households, surveys of individuals or similar.
- Demonstrable involvement in multi-million rand tenders.
- Project Management experience, including: Human Resources.
- Demonstrable evidence of team leadership.

Added Advantages:

- Experience in Undertaking Panel Surveys.
- Experience in Quantitative Social Science Research.
- Engagement with Government / Policy Makers.

Responsibilities include:

- Operations management:
 - Ensure the continual operation of the Data Production, Data Collection and Dissemination & Collaboration streams of activity; ensure the Organisational Design is fit for purpose; ensure the Organisational Culture is one of success and ownership at all levels; ensure that survey tools are operational; ensure that NIDS systems are operational; ensure team morale is maintained.
- Technical expertise
 - To apply expertise to the study and its staff in areas of data collection, organisational development, technical systems, management accounting, planning and risk-management.
 - To recognise and mitigate expertise gaps versus short, mid and long term planning.
- Strategy and planning:
 - In consultation with the Principal Investigators, build and articulate the long-term objectives and strategy; build, operationalise and successfully deliver the mid-term (2-3 year) plan.
- Negotiation:
 - Core funding – In partnership with the Principal Investigators lead the biennial research-wave award tender, engage in due diligence negotiations to secure the research wave award and its adequate funding.
 - Key suppliers - Lead the tender and selection process of the company to organize field data collection.
- Communication
 - Develop and expand the study's marketing communications through personal and delegated representations to government (negotiations, presentations and workshops), the wider UCT, other academic and research institutions, the study's own staff, and the respondents.

Please consult the accompanying job description for further detail.

The annual cost of employment, including benefits, is between **R694 741** and **R817 342**

To apply, please e-mail the below documents in **a single pdf file** to Ms Melanie Falken at recruitment03@uct.ac.za:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivation letter, and
- Curriculum Vitae (CV)

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo assessments and credit checks.

Telephone: 021 650 5764
Reference number: E17032

Website: www.nids.uct.ac.za
Closing date: 28 March 2017

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>. For this post we seek particularly to attract the candidates from the designated groups.

UCT reserves the right not to appoint



NOTES

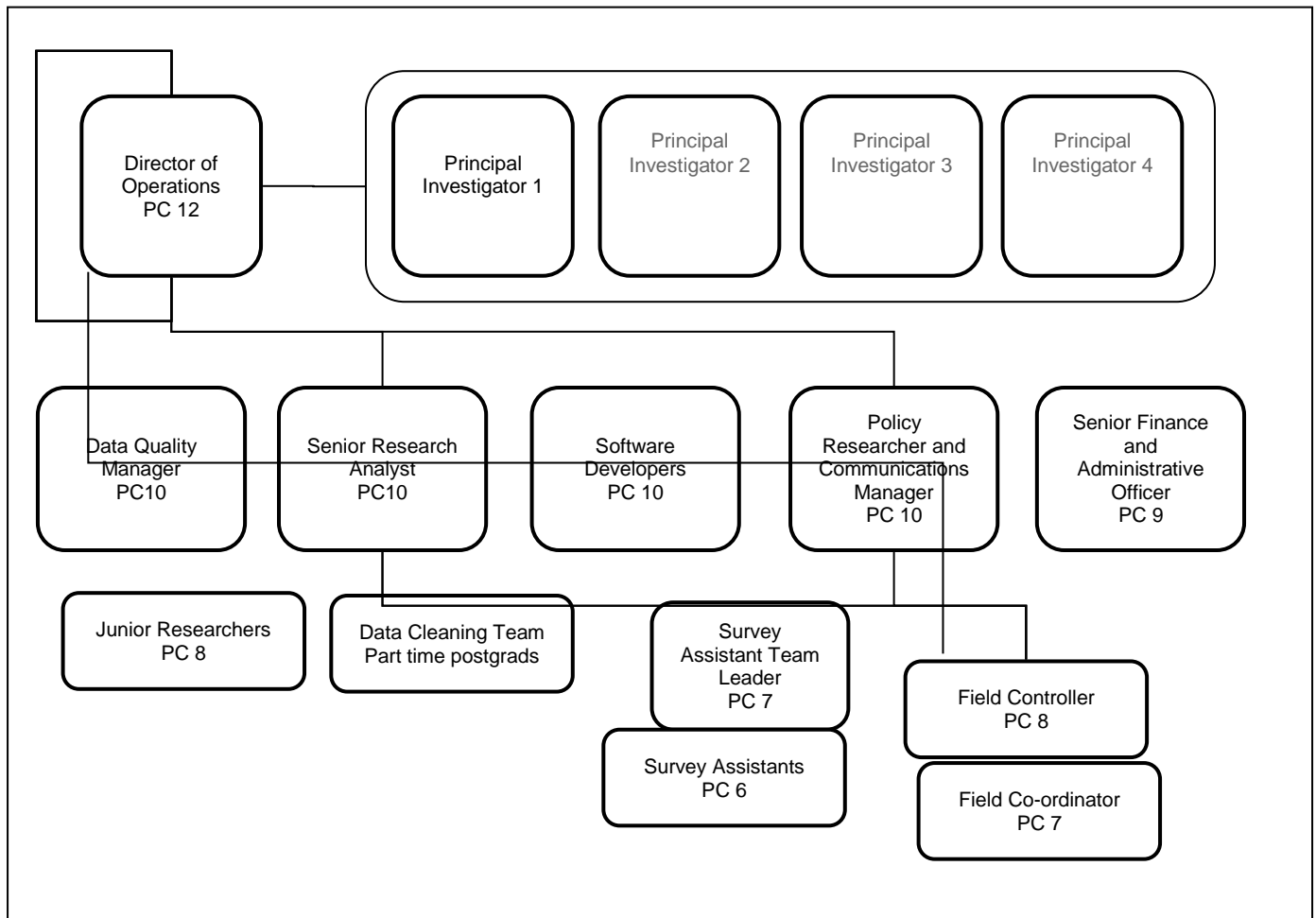
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	Senior Manager: Operations
Job title (HR Practitioner to provide)	
Job grade (if known)	PC12
Academic faculty / PASS department	Commerce
Academic department / PASS unit	Economics
Division / section	SALDRU
Date of compilation	02/03/2016

ORGANOGRAM

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



PURPOSE

- The purpose is to ensure the continued successful delivery of NIDS to increasing levels of excellence and that the longevity of the study is safeguarded.

JOB CONTENT

Key Performance Areas (4 – 6)	% of time spent	Activities / Objectives / Tasks	Results / Outcomes
1) Negotiation	10%	<ul style="list-style-type: none"> • Core funding – In partnership with the Principal Investigators <ul style="list-style-type: none"> ○ Work with Government to identify sources of funding ○ Lead the biennial research wave award tender. ○ Engage in due diligence negotiations to secure the research wave award and its adequate funding. • Key suppliers <ul style="list-style-type: none"> ○ Lead the tender and selection process of field data collection organisation. • Greater institution <ul style="list-style-type: none"> ○ Negotiate with other areas of the institution to ensure mutually favourable outcomes in pursuit of the NIDS strategic and operational goals. 	<ul style="list-style-type: none"> • The study has sufficient and stable funds to meet its objectives in the short to mid-term. • The study has sufficient and stable funds to meet its objectives in the long-term or a credible actionable plan to achieve this. • Appropriate key suppliers are selected under risk ameliorated contractual terms. • The study’s institutional, financial and legal position within the wider UCT are clear, stated and agreed upon to ensure the stability of the study.
2) Strategy and Planning	15%	<ul style="list-style-type: none"> • In consultation with the Principle Investigators build and articulate the long-term objectives and strategy. • Build, operationalise and successfully deliver the mid-term (2-3 year) plan. 	<ul style="list-style-type: none"> • Clear, relevant and timely short, mid and long-term plans are drawn up, communicated and guide the study cycles. • Realistic project-wide budget prepared • On time and on budget delivery of the preparation, data collection, data production and publication cycles.
3) Operations Management	20%	<ul style="list-style-type: none"> • Ensure the continual operation of the Data Production, Data Collection and Dissemination & Collaboration streams of activity. • Ensure the Organisational Design is fit for purpose. • Ensure the Organisational Culture is one of success and ownership at all levels. • Ensure survey tools operational. • Ensure NIDS systems operational. • Ensure team morale maintained. 	<ul style="list-style-type: none"> • Data set is published in the appropriate manner on time and of quality for the appropriate audience. • The study runs to budget. • The study is robust to continue in the long-term.

Key Performance Areas (4 – 6)	% of time spent	Activities / Objectives / Tasks	Results / Outcomes
4) Enhancing Operations, Product and Stakeholder Engagements	20%	<ul style="list-style-type: none"> • Ensure the Organisational Culture promotes creative professionalism. • Recruit and manage staff to engender continual creative improvement. • Lead the creative process through: <ul style="list-style-type: none"> ○ Personally adding to transformative and adaptive improvement ideas. ○ Assess change opportunities and ideas. ○ Direct the implementation of positive creative change. • Ensure continual improvement in areas of: <ul style="list-style-type: none"> ○ Efficiency ○ Quality ○ Engagement ○ Impact 	<ul style="list-style-type: none"> • The study continues to improve on a range of statistical metrics. • An increasingly wide and relevant audience is reached. • Improvement if usability of output. • Increasing efficiency of the preparation, data collection, data production and publication cycle. • Evidence of the study being increasingly used for Government policy. • Positive and creative input is being generated from all department members.
5) Communication	20%	<ul style="list-style-type: none"> • Develop and expand the study's marketing communications through personal and delegated representations to: <ul style="list-style-type: none"> ○ Government (negotiations, presentations and workshops) ○ The wider UCT ○ Other academic and research institutions ○ The study's own staff ○ The respondents 	<ul style="list-style-type: none"> • Communications with Government result in positive follow-up in terms of the study stability, policy use, usability and/or scope. • Wider understanding and use of the study across UCT and other academic institutions and private research companies. • Clear communication of strategy, goals and metrics to the department. • Buy-in from key stakeholders.
6) Technical Expertise	15%	<ul style="list-style-type: none"> • To apply expertise to the study and its staff in areas of: <ul style="list-style-type: none"> ○ Data collection ○ Organisational development ○ Technical systems ○ Management accounting ○ Planning and risk-management • To recognise and mitigate expertise gaps versus short, mid and long term planning. 	<ul style="list-style-type: none"> • Skills are retained. • Skills content and capacity meet the needs of the study in a timely fashion.

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> • Master’s degree in Economics, Statistics, Business Management, Social Sciences or similar
Minimum experience (type and years)	<ul style="list-style-type: none"> • Experience managing large scale panel surveys, surveys of individuals, households surveys or similar • Demonstrable involvement in multi-million rand tenders • Project Management experience, including: Human Resources • Demonstrable evidence of team leadership <p><u>Added Advantages:</u></p> <ul style="list-style-type: none"> • Experience in Undertaking Panel Surveys. • Experience in Quantitative Social Science Research. • Engagement with Government / Policy Makers.

COMPETENCIES

Competence	Level	Competence	Level
Results focus	4	Initiating action	3
Conceptual thinking	4	Follow up	4
Negotiation	3	Energy	4
Impact/ influence	3	Building interpersonal relationships	3

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Job Holder				
Line Manager				
HOD/ Dean				