

## **Open Society Foundation for South Africa (OSF-SA)**

### **RESEARCH AND ADVOCACY UNIT: PROGRAMME OFFICER**

Based in Cape Town, the Programme Officer will be responsible for the design, planning and implementation of research and advocacy interventions aligned to the strategic focus of OSF-SA. The successful candidate will work within the Research and Advocacy Unit (RAU) to develop the unit's strategy and plan activities and implementation.

The successful candidate will have demonstrated knowledge across most of the following areas:

- Economic inclusion, inequality and economic policy with a focus on women and youth
- Youth empowerment and/or development programmes
- Community engagement
- Human rights and political developments
- Land reform
- Policy advocacy and campaign development

#### **Key Areas of Responsibility**

1. Contribute to the development of the unit's strategy and activities in support of the overall OSF-SA strategy and objectives.
2. Support the preparation of annual work plans, spend plans and other documentation for submission to the Executive Director and the Board.
3. Identify, conceptualise and execute operational projects and initiatives such as research, publications, workshops, roundtables, conferences, training, etc.
4. Conduct research to advance the unit's and OSF-SA's strategic priority areas.
5. Develop appropriate advocacy campaigns by collaborating with civil society stakeholders, working with the global and regional OSF network and participating in local and global debates.
6. Where appropriate, disseminate research output and opinion pieces in line with OSF-SA position.
7. Identify and nurture key relationships both locally and internationally and position OSF-SA as a strategic institution to engage in public discourse around the relevant strategic focus areas.
8. Administrative tasks, including preparing grant and contractual agreements, internal reports and managing the unit's calendar.
9. Participate as an active member of the Research and Advocacy Unit to facilitate the achievement of its objectives, and support grant-making programmes in their activities.

#### **Minimum Requirements**

- An Honours or Master's degree in Economics/Public Policy/Development Studies

- At least 4 years' experience in research, policy and advocacy related to Economic Inclusion, Inequality, Public Policy and Sustainable Development
- Demonstrated competence in publishing research or articles in relevant fields
- Computer literacy (Microsoft Office: Word, Excel, PowerPoint, Outlook)
- Excellent communication skills, both verbal and written
- Project management skills (high level of attention to detail, planning and organising, monitoring and evaluation)
- Strategy development
- Preparation and monitoring of budgets

**Additional Attributes:**

- Ability to work under pressure and on multiple tasks simultaneously
- Ability to work independently and as part of a team
- Integrity
- Strong interpersonal skills

If you would like to apply for this position, please send your updated CV together with a covering letter to [hr@osfsa.org.za](mailto:hr@osfsa.org.za)

Please note that only shortlisted candidates will receive a written response. If you do not receive a response within two weeks, you may assume that your application has been unsuccessful.