

HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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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

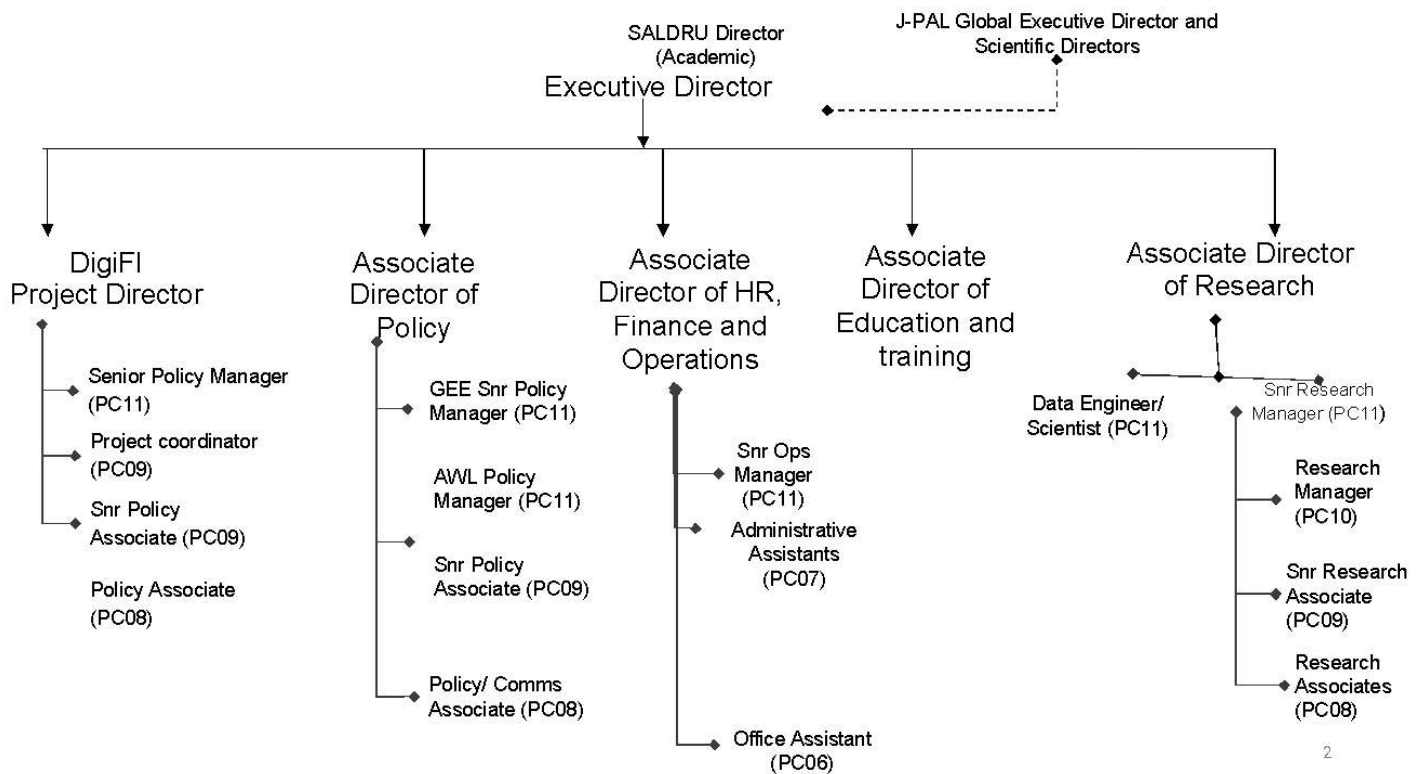
Position title	Associate Director HR, Finance, and Operations _ J-PAL Africa		
Job title (HR Practitioner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Commerce		
Academic department / PASS unit	Economics		
Division / section	SALDRU		
Date of compilation	3 October 2024		

ORGANOGRAM

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

PURPOSE

The main purpose of this position is to support the J-PAL Africa Executive Director in ensuring the J-PAL Africa Programme is delivered across Africa to the highest global standards. The role involves supporting primarily the finance and operation vertical, ensuring the improvement, redesign, and timely management of J-PAL Africa's finances and to ensure staffing needs are well met



CONTENT

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1 Support the Executive Director and the Senior Management Team in leading J-PAL Africa's internal organizational development and strengthening across the continent.	20%	<ul style="list-style-type: none"> Strengthen HR and administrative processes of J-PAL Africa to ensure that the organization is better able to respond to opportunities across the continent (not just in Africa); Oversee the functioning and adequate support to the workstations J-PAL has established in Accra and Nairobi; Explore new potential workstations, when required, and assist in the timely and orderly closure of existing workstations as needed. Establish adequate channels for support to staff across the region, not just in South Africa, and where necessary, represent J-PAL Africa to university leadership in the second country office where J-PAL might be based. Central liaison between finance and administrative departments of universities in which J-PAL Africa is located. 	<ul style="list-style-type: none"> Through the annual budgeting process and quarterly budget variance reports, provide oversight on operations in all of the J-Pal Africa portfolios In consultation with senior managers, ensure the following outputs for the organization as a whole: <ul style="list-style-type: none"> Clear and well articulated strategy for the J-PAL Africa Programme Key stakeholders have a clear understanding of the J-PAL Africa Programme J-PAL Africa positioned to be a key player in the evidence-informed policymaking space J-PAL has adequately equipped structures to conduct its core activities of research, policy/evidence-sharing and education and training in its second country office. J-PAL is well represented in key forums and discussions relating to the smooth operations of the organization.
2 Overall financial oversight, including financial management	40%	<ul style="list-style-type: none"> Act as the Chief Financial Officer of J-Pal Africa, across all country offices. Developing, designing and improving internal financial and administrative systems and accounting practices, with the goal of timely and accurate tracking of expenses on projects throughout Africa and core expenses incurred in all country offices. Tracking, reviewing, analyzing and managing J-PAL Africa financial flows and budgets on a regular basis for core and project finances Lead and support organizational budgeting practices/ provide financial oversight and monitoring for grant proposals and reviewing contracts with companies, PIs, and staff Supervising several project grants and reporting to donors on the use of grant funds Coordinating the development of core and project budgets; developing grant budgets; 	<p>For the relevant vertical(s):</p> <ul style="list-style-type: none"> Annual budgets for all J-Pal Africa projects, with quarterly budget variance analyses provided to Principal Investigators Well-designed strategy and plan to implement this effectively with strong financial reporting, timely budgeting, and staffing plans in place. quality execution of this plan Smooth financial systems and accurate, timely, accessible financial reports

		<p>negotiating, coordinating and administering grants and contracts</p> <ul style="list-style-type: none"> ● Lead annual financial reporting to J-PAL Senior Management Team, Scientific Directors, and Global office counterparts. 	
<p>4 Administration oversight and human resource management</p>	<p>40 %</p>	<ul style="list-style-type: none"> ● Support vertical leads in recruitment and contracts plus post recruitment activities; ● Supervising and training staff in administrative and financial operations; ● Identifying human resource requirements and supporting adequate staff development and performance management ; ● Regulatory oversight and legal compliance ● Oversee activities relating to letters of agreement, contracts, leases and other agreements; ● Support and advise Senior Operations Manager in procurement; ● Liaising with UCT and SALDRU senior management on all administrative issues. ● Work with UCT HR policies to ensure professional development and career management for junior staff; ● Work with ED to develop equitable HR policies across UCT and non-UCT staff; ● Communicate policies to staff proactively, openly and transparently; 	<ul style="list-style-type: none"> ● Provide Executive Director of J-Pal Africa with overview of key labour legislation in relevant country contexts ● J-PAL Africa is adequately staffed to support programme delivery and organizational health ● High caliber, motivated team that is well placed to execute on key functions

MINIMUM REQUIREMENTS

Minimum qualifications	NQF 8 qualification in Business Management or equivalent Professional Chartered Accountancy qualification (CA)SA is preferred MBA would be advantageous.			
Minimum experience (type and years)	<ul style="list-style-type: none"> At least 7 years relevant experience in managing finances for a large organisation, overseeing staff development and operations; and reporting to internal leadership within the organisation as well as external stakeholders. Proven leadership and management track record Experience writing and managing budgets; financial planning and forecasting; and in designing, setting up, and improving financial systems. Experience in setting up and managing organisational systems and processes, including familiarity with HR, finance, and day-to-day operations 			
Skills	<ul style="list-style-type: none"> Strong skills in Excel, Word and PowerPoint Advanced writing and oral presentation skills in English, particularly the ability to communicate technical research to policymakers in a non-technical manner Excellent communication skills Excellent programme and people management skills Strategic thinking through to quality programme execution 			
Knowledge	<ul style="list-style-type: none"> Organisational design Financial reporting 			
Professional registration or license requirements	n/a			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	<ul style="list-style-type: none"> Honesty to authorize payments Proficiency with SAP as an accounting system, and familiarity with UCT finance and HR policies. 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Individual Leadership	3	Building Partnerships	3
	Strategic Leadership	3	Resource Management	3
	Facilitating change	3	People Management	3
	Analytical skills/ problem solving	3	Communication	3

SCOPE OF RESPONSIBILITY

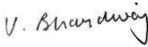
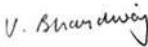



Functions responsible for	Finance, Operations, HR management, functions within J-PAL Africa and with the management of a Francophone West African office.
Amount and kind of supervision received	Directly from the J-PAL Africa Executive Director; J-PAL's Global Director of Finance and Operations, and the Scientific Directors of J-PAL Africa.
Amount and kind of supervision exercised	Direct line management of the finance and operations' team. Provide some strategic guidance to all other verticals, in terms of managing HR, finances, and strategic programme design.
Decisions which can be made	Performance management processes across verticals, processes to improve staff development and career progression; financial management (budgeting, tracking expenses, reporting, and best practices on financial reporting and overall management); ,
Decisions which must be referred	Sign off on strategy, big new projects

CONTACTS AND RELATIONSHIPS

Internal to UCT	SALDRU, UCT Research Contracts, UCT Commerce Finance, UCT Foreign Payments, UCT Commerce Human Resources
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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
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AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder	N/A			
Direct Line Manager/Supervisor	Vinayak Bhardwaj		X4961	29/01/2025
Area Line Manager	Vinayak Bhardwaj		X4961	29/01/2025
HOD	Reza Daniels		X2726	29/01/2025
Dean/ED	Suki Goodman		X2472	29/01/2025
HR Business Partner	Rushda Alawie			29/01/2025