



# 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](mailto: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](http://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