



The Social Housing Regulatory Authority (the "SHRA") was established in August 2010 by the Minister of Human Settlements in terms of the Social Housing Act, No. 16 of 2008. The SHRA is classified as a public entity in terms of Schedule 3A of the Public Finance

RESEARCH SPECIALIST (REF: RESSP2021)

(Reporting to the Strategy, Research and Policy Manager)

Parktown, Gauteng
Salary Negotiable

Purpose	
<p>The main purpose of the Research Specialist to manage that sector specific research, including good practice, is conducted, specifically research into policy and legislation, and to disseminate research findings to support sector progress.</p>	
Key responsibilities	
Key Performance Areas	Activities
Research Planning and Programme Management	<ul style="list-style-type: none"> • Provide information that is requested to inform the SHRA strategic planning process by collecting information, collating and submitting annually. Participate in developing the Research and Policy Annual Performance Plan and operational plan by participating in meetings, providing input and developing first draft documents and plans in line with the SHRA strategy annually. • Participate in developing the Research Plan to be incorporated into the SHRA's annual Research and Evaluation Plan annually by focussing on research priority areas, developing plan, securing approval and implementing annually and monthly. • Implement the Research Plan in accordance with the Strategy, Research and Policy policies and Standard Operating Procedures. • Participate in the development of the annual State of the Sector report. • Participate in developing and updating the SHRA Strategy, Research and Policy policies and Procedures, identifying amendments, implementing changes and submitting for approval as required and within update cycle. • Manage that the policy and procedures are implemented and complied with.
Research management	<ul style="list-style-type: none"> • Manage the implementation of research by appointing providers in line with the procurement procedures, managing delivery against objectives and reporting on findings as required. • Manage service providers by developing clear terms of reference, briefing on required outputs, managing delivery, addressing non-performance and resolving issues as required. • Terminate supplier contracts when necessary by collating evidence, engaging with supplier, resolving potential conflicts and recommending termination when required action is not taken. • Coordinate that all research is completed by deadlines by managing service providers and addressing delays as required. • Analyse research findings and compile feedback reports with recommendations (including policy recommendations) and actions priorities/plans within defined standards. • Manage that recommendations are acted upon. • File all documentation as per policy and within timeframes.

Research and good practice knowledge management	<ul style="list-style-type: none"> • Compile database of research and good practice in the social housing / affordable housing sector and update this on a regular basis. • Conduct desktop research to provide support and advice to internal and external stakeholders. • Form relationships with other institutions locally and internationally that conduct social housing / affordable housing research in order to align research priorities and enhance progress of the social housing sector. • Track research and social housing sector / affordable housing good practice and research and identify opportunities. Implement approved strategies by agreed deadlines. • Provide a Current Awareness Service to keep staff abreast with recent developments relating to legislation, research, etc. Source and order publications (inclusive of books, CD's etc.) for the SHRA and maintain subscriptions.
Determine Grant Quantum through analysing and interpreting interrelated economic data and information	<ul style="list-style-type: none"> • Interpret internal and external organisational information, model Grant Quantum scenarios and identify trends, discrepancies and inconsistencies • Recommend changes to Grant amounts to address discrepancies and inconsistencies based on trends identified. • Follow up with the relevant stakeholders on the implementation of recommended Grant amounts.
REQUIREMENTS	
Qualifications/Knowledge (including most relevant field of study) <ul style="list-style-type: none"> • A minimum of a Master's degree (NQF 9) in economics, development planning or similar • Relevant computer literacy 	Experience <ul style="list-style-type: none"> • 5 years research experience • 2 years contracts management experience • 2 human settlements experience • Financial Acumen • Understanding of the Built Environment sector • Strong Project Management skills
Leadership, technical and behavioural competencies	
<ul style="list-style-type: none"> • Research • Research Analysis • Research Design • Research Implementation • Research Output • Advocacy and Lobbying • Cost Benefit Analysis • Resource Management • Customer/Citizen Service and Orientation • Ethics and Integrity • Analytical Thinking • Thought Leadership 	<ul style="list-style-type: none"> • Contractor/Service Provider Management • Needs Analysis • Data Analysis • Data Interpretation • Business and Financial Modelling • Economic Analysis • Project Financial Management • Legislative Awareness and Expertise • Relationship Management • Stakeholder Engagement • Communication - written

Note: SHRA reserves the right not to make an appointment or withdraw the advertisement. Appointments will be made in line with the Entity's Employment Equity Plan. Communications will be with short-listed applicants only.

To apply for the above position, please forward a relevant CV to recruitment@shra.org.za. **Please ensure that you use the reference (Ref: RESSP2021) in the subject line.** The closing date for applying is 10 September 2021.