

JOB PROFILE

1. Position Detail

Job Title	Research Assistant
Job Grade	Temporary Position
Location	Auckland Park, Johannesburg

Position in the Organisation:

Department	Research, Training, Monitoring and Evaluation
1st Line Manager	Research and Training Coordinator
2nd Line Manager	Research, Capacity Building & Outreach Manager
Direct Subordinate(s)	None

Overall Purpose of the Job

Purpose Statement
Under the supervision of the Research and Training Coordinator, the Research Assistant (RA) will lead the overall data collection, collation, validation, and report writing and participate in the presentation of research reports relating but not limited to the work of the MDDA as outlined in its mandate.

Key Responsibilities
The Research Assistant will be responsible for the following. 1) Collection and processing of data, 2) Drafting research methodology and preparing literature reviews. 3) Perform and record findings in strict accordance with specified protocols as necessary. 4) Traveling to various community and small commercial media across the country and may where required, 5) Engage stakeholders contributing to the media development and sustainability.

Education (Formal Qualification Required)

Minimum
Bachelor's degree (NQF 7) in Social Sciences, Media Studies or Related Fields
Advantageous
Driver's License

Legal Requirements (e.g. Driver's License, etc.)

Detail
None

Experience (Experience Required - Number of years)

Minimum
6 to 12 Months experience in media research experience with data collection, data analysis and report writing
Advantageous
Experience in the media sector

2. Competencies (Knowledge, Skills and Behavioural Attributes) - Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Knowledge	Skills	Behavioral Attributes
MS Office proficiency	Communication	Attention to detail
Research report writing	Problem solving	Client focused
Research methodologies and tools	Planning	Team player
Knowledge of the South African media landscape	Time management	Accuracy
	Interpersonal	Integrity
	Coordination	Analytical
	Research	

3. Special Requirements

Detail
Local travel is inherent to the position.