



The Financial and Fiscal Commission (FFC) exists to provide proactive, expert and independent advice to promote the Intergovernmental Fiscal Relations (IGFR) System in South Africa, through empirical policy analysis and to ensure the realisation of our Constitutional values. The vision is to provide influential advice to promote an equitable, efficient and sustainable Intergovernmental Fiscal Relations system.

RESEARCH SPECIALIST

Ref: 002/2022

Salary Range – R 1 073 187.00 – R 1 264 176.00 pa (All-inclusive package)

Financial and Fiscal Commission (FFC) is seeking to appoint a dynamic and goal driven individual with high levels of analytical and research skills for Research Specialist position on a permanent basis to conduct research in ensuring the promotion of Intergovernmental Fiscal Relations.

1. THE PURPOSE OF THE POSITION

The purpose of this position is to conduct research and provide analytical and interpretive support and contribute to FFC's output for the FFC's research projects and recommendations.

2. LOCATION: CAPE TOWN / GAUTENG OFFICE

3. MINIMUM REQUIREMENTS

- Master's Degree in Economics / Public Finance / or equivalent
- 5 years' work experience in project formulations, implementation, reviews and evaluations.
- Area of specialisation — public sector finance management, budgeting process, economic statistical research, statistical modelling and data.
- Experience in Financial Programming and Policies, Government Finance Statistics, Financial Market Analysis and Public Sector Statistics.
- Good Report Writing / Statistical Presentation Formatting skills.
- Good analytical and problem-solving skills.
- Good interpersonal and communication (written and verbal) skills.
- Teamwork experience

4. KEY RESPONSIBILITIES

The key outputs of the Research Specialist are but not limited to:

- **Conducting Policy Research:** ✓ Conduct and write policy analyses for journal publication or opinion pieces on, fiscal and economic policy issues, especially as they relate to public finance and development outcomes; ✓ Disseminate findings in the media and research seminars or conferences; ✓ Maintaining and updating quantitative and qualitative economic, financial, or statistical databases; ✓ Processing, consolidating, and transforming data sets within and between databases using statistical and/or econometric techniques; ✓ Develop an expertise on policy developments and understanding in key allocated research areas
- **Revenue and Expenditure Research, Development and Commentary:** ✓ Develop a detailed research plan issues: Identify research issues and problems, formulate and present a proposed plan; ✓ Coordinate research outputs: data and information analysis, preparation of discussion documents and working papers, development of appropriate models and formulae, and keep abreast with relevant developments in the Public Finance and GFR financing issues; ✓ Formulate recommendations relating to financial and fiscal implications of proposed government policy within the mandate of the Commission: Preparation of internal discussion documents, Integration of research results with overall FFC Research Recommendations.
- **Preparation of the Annual Submission, MTBPS, DORB, FP and Amendment Documents:** ✓ Work with the Head: Research and other team members in formulating a planning schedule for compiling the Annual Submission, MTBPS, DORB, FP and Amendment Documents; ✓ Oversee the implementation of agreed research activities relating to the compilation of the document; ✓ Construct (integrate inputs, structuring of document etc) Expenditure and Revenue sections of the Submission document; ✓ Proofread and provide edit recommendations for the full submission document, as requested.
- **Consultations and FFC Representation (Annual and DOR Submissions):** ✓ Serve as a team member on various research working groups and discussion forums, as allocated; ✓ Arrange work sessions (workshops, seminars) with relevant Stakeholders to discuss preliminary research findings and research direction; ✓ Present findings to the Commission

Review session, discuss research outputs and implement any agreed amendments; ✓ Provide Commissioners with progress Reports and ensure that they are kept informed of any developments in the research; ✓ Respond to requests by Stakeholders for commentary on allocated Research Portfolio issues e.g. Bills; ✓ Present final research outputs to provincial Legislatures and Parliament, as required.

- **Supervision of FFC Research Outputs Equitable Share Issues:** ✓ Brief Research Coordinators and Technical Advisors / Consultants on specific research content requirements; ✓ Supervise and evaluate Research Coordinator, Technical Assistant and Consultant work outputs to ensure that deliverables specified in the brief are met within the agreed timeframes; ✓ Conduct quality checks on work outputs to ensure that required content is delivered.
- **Management of Research Staff:** ✓ Supervise Research Staff on the performance of delegated duties: conduct performance reviews and ensure that agreed deliverables are being met; ✓ implement Skills Development Plans for Research Staff; ✓ attend to general HR requirements of staff.
- **Stakeholder Liaison:** ✓ Develop and submit to the Head: Research for approval, a Stakeholder Liaison Plan for the forthcoming financial year; ✓ Coordinate reports from Stakeholder meetings to Research Division and Commission meetings as per agreed timeframes.
- **Assist Head: Research in Programme Planning and Monitoring - as delegated:** ✓ Provide inputs for the Recommendations Research work plan proposals to the Head: Research for the Annual Commissioners Bosberaad; ✓ Provide inputs to the Head: Research in consolidating Recommendations Research outputs for the Commission Review sessions. ✓ Provide Programme monitoring support in the absence of the Head: Research; ✓ Assist the Head: Research in reviewing Programme project scheduling and allocation of work to internal staff and contracted resource.
- **Seminar Coordination:** ✓ Identify potential seminar topics and make proposals to the Head: Research for an FFC seminar plan for the forthcoming financial year; ✓ Coordinate and implement the seminar plan (internal and external sessions) as per the agreed timetable.

- **Budget Planning and Monitoring:** ✓ Formulate and propose an annual Budget requirement for approval by the Head: Research; ✓ Review and monitor actual versus budgeted expenditure within the Research portfolio, monthly; ✓ Report to the Head: Research on variances in actual versus budgeted performance, monthly; ✓ Where necessary, implement corrective measures to maintain budget constraints.
- **Reporting and Record Keeping:** ✓ Develop and maintain a record keeping system for all own research-related documentation and activities; ✓ Prepare and submit a monthly Research and Project Progress Report to the Head: Research; ✓ Report on own research related information and progress to research team as required.

Applications: Interested applicants must submit a covering letter using the advert reference number, indicating how they will fulfil the above responsibilities, together with a comprehensive Curriculum Vitae, certified proof of qualifications, and a copy of ID to be e-mailed to recruitment@ffc.co.za

Closing date: 22 March 2022. No late applications will be accepted.

Enquiries can be directed to: Human Resources at 010 745 2217.

Qualifications and other checks will be conducted on short-listed/recommended candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have any foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

The FFC is an equal opportunity, affirmative action employer and reserves the right not to make an appointment. Women and people with disabilities are invited to apply.

Should you not receive any correspondence / communication from the FFC one month after the closing date, please consider your application as unsuccessful.