


HR191	<b>POSITION DESCRIPTION</b>	 <b>UNIVERSITY OF CAPE TOWN</b> IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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#### NOTES

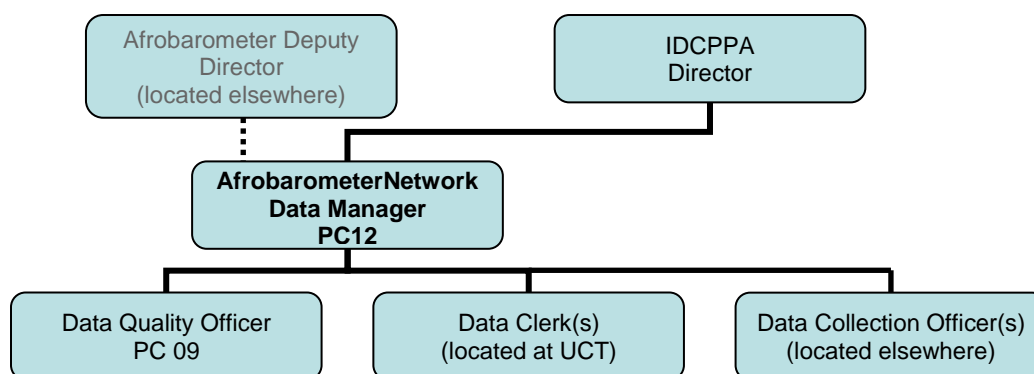
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

#### POSITION DETAILS

Position title	Afrobarometer Data Quality Officer		
Job title (HR Practitioner to provide)			
Position grade (if known)	9	Date last graded (if known)	2017
Academic faculty / PASS department	Humanities		
Academic department / PASS unit	Institute for Democracy, Citizenship and Public Policy in Africa		
Division / section			
Date of compilation			

#### 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 assist the Afrobarometer Data Manager in the implementation of periodic public attitudes surveys in 35 African countries. The post involves assisting the manager in ensuring all surveys adhere to Afrobarometer's strict quality standards in respect of data production.

# CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Assist manager in preparing country partners for Electronic Data Capture (EDC), including programming instruments and technical assistance	30%	<ul style="list-style-type: none"> <li>• Programme indigenized instruments and samples</li> <li>• Provide assistance to partners prior to the start of fieldwork on EDC</li> <li>• Brief interviewers on the use of tablets</li> <li>• Brief fieldwork managers on using SurveyToGo platform for fieldwork monitoring</li> <li>• Help partners to set up devices</li> <li>• Manage the SurveyToGo platform during the interviewer training</li> </ul>	Improved quality and efficiency of data collection by national partners
2	Real time monitoring of data collection	10%	<ul style="list-style-type: none"> <li>• Oversee fieldwork monitoring using the EDC software;</li> <li>• Lead on improvements to fieldwork monitoring systems</li> <li>• Ensure all the data has been uploaded timely and that the EA numbers are correct and match the sample file</li> <li>• Provide guidance to National Partners on how to get any outstanding data onto the server</li> </ul>	Improved fieldwork management by national partners and data quality
3	Assist manager in reviewing and finalizing datasets and documentation, including supervision of assistants	30%	<ul style="list-style-type: none"> <li>• Conduct first reviews of datasets when required</li> <li>• Review datasets in a timely manner</li> <li>• Assist with producing weights if necessary</li> <li>• Ensure that datasets meet Afrobarometer's standards through process of cleaning or review</li> <li>• Oversee data documentation, such as codebooks;</li> <li>• Supervise data clerks and officers involved in data processing and dissemination.</li> </ul>	Good quality datasets
4	Participate in the production of Country Summaries of Results	5%	<ul style="list-style-type: none"> <li>• Produce Summaries of Results (SORs) using appropriate syntax for each country</li> </ul>	Improved dissemination of results

5	Improve/Adapt Generic Afrobarometer data entry instrument	15%	<ul style="list-style-type: none"> <li>Do any necessary edits and adaptations to Generic English and French programme as requested</li> </ul>	Good Quality Datasets and improved efficacy
6	Write Afrobarometer Papers	10%	<ul style="list-style-type: none"> <li>Write Working paper, Policy papers and Briefing papers through Afrobarometer</li> </ul>	Create awareness of gathered data

### MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> <li>Post graduate degree in a social science discipline</li> <li>Ability to speak, work and write fluently in English</li> </ul>			
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>Minimum 1 year experience in survey research</li> </ul>			
Skills	<ul style="list-style-type: none"> <li>High level of attention to detail is essential</li> <li>Demonstrated analytical skills and ability to produce well-written activity reports, as well as at least basic analyses of data</li> <li>Strong communication and interpersonal skills and ability to work in a multi-cultural, multinational environment</li> <li>Proficiency with data processing and management as well as statistical analysis software packages, preferably SPSS, although familiarity with Stata or other packages is acceptable</li> <li>Minimum of basic level competency in use of social statistics, familiarity with data weighting</li> </ul> <p><b>Advantageous:</b></p> <ul style="list-style-type: none"> <li>Working knowledge of French and/or Portuguese and/or Arabic</li> <li>Experience with electronic data capture systems; familiarity with SurveyToGo and other survey programming software is an added advantage</li> <li>Demonstrated experience writing social science papers at an academic level</li> </ul>			
Knowledge	<ul style="list-style-type: none"> <li>Proficiency using Excel</li> </ul>			
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'.)	Availability for regular travel			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Adaptability/Flexibility	2	Client Service and Support	2
	Analytical Thinking/Problem Solving	2	Teamwork/collaboration	2
	Coaching/Developing Others	2	Formal Presentation	2
	Building Inter-personal Relationships	2	Information Management	2
	Creativity and Innovation	2	Energy	2
	Decision-making/judgement	2	Research Support Skills	2
	Stress tolerance	2		

### SCOPE OF RESPONSIBILITY

Functions responsible for	Programming, data cleaning, and pre-dissemination tasks
Amount and kind of supervision received	From Afrobarometer Data Manager: guidance regarding timelines for surveys and outputs, possible data cleaning solutions. From Afrobarometer Fieldwork Managers: Possible amendments to survey instruments. From Sampling Manager: Guidance on appropriate sample required for programming
Amount and kind of supervision exercised	To National Partners: provide support and guidance regarding execution of survey
Decisions which can be made	Technical solutions on EDC
Decisions which must be referred	Substantial methodological changes to existing Afrobarometer protocols and serious data issues

### CONTACTS AND RELATIONSHIPS

Internal to UCT	IDCPA Director, data quality officers, IDCPA administrator and IDCPA/CSSR finance officer
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External to UCT	Afrobarometer Deputy Director, data quality officers in Ghana and Kenya, country data managers in approximately 36 countries, operations managers, and core partner project managers, donors, Online Data Analysis host
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