

# UNIVERSITY OF SOUTH AFRICA

**PORTFOLIO: VP: RESEARCH, POSTGRADUATE STUDIES, INNOVATION  
AND COMMERCIALISATION  
COLLEGE OF GRADUATE STUDIES  
SCHOOL OF INTERDISCIPLINARY RESEARCH AND GRADUATE STUDIES  
MUCKLENEUK (PRETORIA)  
(PERMANENT) – 1 POSITION  
POSITION: RESEARCH SUPPORT CONSULTANT (P6)  
Ref: CGS/SIRGS/RESEARCH SUPP CONS/P6/BN**

The primary purpose of the position is to render statistical support in academic research endeavours undertaken by post graduate students and academic staff in the various colleges of the university.

## **Requirements**

- Completed an Honours or B Tech degree or Post Graduate Diploma or Advanced Diploma in Statistics plus 6 years' experience in an applied research environment three years of which includes experience in facilitating postgraduate workshops
- Must have been responsible for designing research projects throughout the research cycle
- Able to perform tasks without constant supervision and guidance.
- Have a good work ethic and take responsibility for their work

## **Recommendations**

- Masters' degree plus 6 years' experience in an applied research environment three years of which includes experience in facilitating postgraduate workshops
- Knowledge in Mathematical Statistics

## **Knowledge, skills and capabilities**

- Quantitative data generation, collection and analysis
- Computer literacy (MSOffice) essential
- Competency in statistical packages such as SAS and SPSS essential
- Consulting and communication skills, ability to grasp essence of phenomenon being researched and formulate into research topic and hypotheses.
- Teamwork, time management, multi-tasking, listening and observing, formulating the essence of the research, administration
- Leadership and guidance skills in research and consultation process
- Report writing skills to communicate analysis results and interpretations in a logical, understandable and structured way
- Writing skills and knowledge of publication requirements
- Statistical and general programming skills to accommodate data manipulation and statistical analyses


## Duties

- The incumbent will conduct statistical analysis as part of the research support services provided by the College of Graduate Studies to postgraduate students and academic staff.
- The incumbent will support postgraduate students and staff to plan, formulate the research design of projects and conduct statistical analysis procedures and interpret the results.
- The incumbent will facilitate workshops on data analysis for postgraduate students and academic staff.
- Consultations relating to statistics
- The incumbent will assist in the design and administration of questionnaires
- The incumbent will conduct statistical analysis and interpretation
- The incumbent will provide inputs on research methodology and the strategy on statistical analysis and
- Assist with the editing of research or articles dealing with statistical analysis.

**Assumption of duty** : **As soon as possible**  
**Salary** : **Remuneration is commensurate with the position**  
**Closing date** : **17 July 2020**  
**Enquiries** : [nandib@unisa.ac.za](mailto:nandib@unisa.ac.za) (Human Resources)

- The completed prescribed application form must be accompanied BY **COMPREHENSIVE CURRICULUM VITAE** and **ORIGINAL** certified copies (within the previous six months) of;
  - all educational qualifications,
  - identity document; and
  - proof of SAQA verification of foreign qualifications (if applicable)
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of three contactable references must be provided, one of which must be from your present employer.
- The prescribed application form is obtainable from: <http://www.unisa.ac.za/vacancies>
- Late, incomplete and incorrect applications will not be considered.

*Appointments will be made in accordance with Unisa's Employment Equity Plan.*

We welcome applications from Persons with Disabilities 

**Applications must be submitted in an envelope clearly marked with the name of the relevant College and/or Department, the position applied for and the reference number of the position. If you apply for more than one position, each application must be in a separate envelope.**

**Applications must be emailed to [nandib@unisa.ac.za](mailto:nandib@unisa.ac.za)**

**All applications should reach UNISA before 16h00 on the closing date.**

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.