

JOB SPEC: RESEARCHER

A: JOB INFORMATION SUMMARY

Job title	:	Researcher
Job Category	:	Professional level
Industry	:	Professional Body, Education, Training & Development
Salary	:	Market related (Negotiable)
Position Type	:	3 Years Fixed-term Contract
Location	:	Centurion, Pretoria
Post reports to	:	Office of the Chief Executive Officer

B: JOB PURPOSE:

The Southern African Institute of Government Auditors (SAIGA), a professional body that has a focus in the auditing and accounting profession within the public sector has an exciting opportunity within its newly established research unit. SAIGA certifies audit professionals in the public sector, provide technical support and guidance as well as technical training amongst others. The researcher will be responsible for technical research initiatives, and the publication thereof aimed at supporting the members, accounting and auditing profession with world class technical research and articles. The researcher will also provide Secretariat support to the relevant sub-committee of Council in the Institute. Please note that this is not a senior, or management role but a technical specialisation position.

C: KEY PERFORMANCE AREAS:

- Plan and carry out research assignments.
- Conduct extensive activities to support and promote SAIGA's research initiatives.
- Conduct leading research in the accounting, auditing & finance management.
- Generate research papers, reports, reviews and summaries, or comments.
- Lead writer of SAIGA's research articles.
- Developing relations with stakeholders in the accounting, auditing and finance space.
- Monitoring, analysing and assessing activities in the accounting, auditing and finance fraternity.
- Ensure development of self through coaching, mentoring, work assignment, structured training and other methods in order to maximise human potential in line with the needs of SAIGA.
- Providing the Secretariat support to the relevant Council sub-committee on technical research (minute taking).
- Performing other research and administrative tasks related to the completion of these tasks.

D: APPOINTMENT REQUIREMENTS

The following requirements are applicable

Matric/ grade 12 or equivalent.
Tertiary qualification in Research/ Social Science/ Marketing, or equivalent at NQF Level 7.
Minimum 3 years' of experience in research, publishing, or journalism.
Minimum 3 years' of experience as a writer.
Detailed knowledge of professional body, training, and education environment.
Proven MS office package experience.
Postgraduate degree in Research/ Marketing/ Social Science will be an added advantage.
Editing experience will be an added advantage.
Excellent interpersonal skills and ability to work as part of a multi-cultural team.

E: SPECIFIC SKILLS & PERSONAL ATTRIBUTES

Ability to identify and develop innovative concepts to create a proprietary advantage for the Institute's research.
Strong commitment to research and innovation.
Stakeholder orientation skills.
Excellent written communication.
Must be able to handle pressure.
Ability to operate in a complex environment.
Ability to use technology effectively.
Promoting high personal and professional standards that support SAIGA's vision, mandate, and values.
Must be deadline driven.

Applications must be e-mailed to careers@saiga.co.za on or before 9 December 2021, and should be addressed with your CV, a cover letter (max. one page) and a writing sample of published work. Should you not receive feedback by 21 January 2022, consider your application as unsuccessful.

SAIGA is an equal opportunity employer and therefore preference will be given to candidates who will add value to the diversity of SAIGA. Correspondence will be limited to shortlisted candidates only. Only candidate who meet the requirements should apply. SAIGA reserves the right not to make an appointment. By applying, the applicant gives SAIGA permission to perform background, security, and employment reference checks and to verify documents and qualifications.