



CENTRE FOR SOCIAL SCIENCE RESEARCH

University of Cape Town ▪ Private Bag Rondebosch 7701 ▪ South Africa
Tel: 021 650 4656 ▪ Fax: 021 650 4657 ▪ Web: www.cssr.uct.ac.za



**Afrobarometer Data Quality Officer, Democracy in Africa Research Unit (25-month contract)
Payclass 9**

Centre for Social Science Research / Faculty of Humanities

The **Afrobarometer** is an independent, non-partisan research project that measures the social, political and economic atmosphere in Africa through a series of public attitude surveys (see www.afrobarometer.com). The **Afrobarometer Network** comprises of more than 30 member organizations who conduct field research and analyze and publicize results to media and users in the policy-making community (both government and non-government).

The Democracy in Africa Research Unit (DARU) in the University of Cape Town's Centre for Social Science Research is a support unit within the Afrobarometer Network (see www.cssr.uct.ac.za). DARU is responsible for running a series of capacity building programs for Network members, including an annual Summer School in quantitative methods and survey research.

The University of Cape Town will make a full-time, 2 year contract appointment of a Data Quality Officer to build capacity within the Afrobarometer research network.

The person will be required to assist the Network Data Manager in the implementation of periodic public attitudes surveys in 35 African countries. The surveys should adhere to Afrobarometer's strict quality standards in respect of data production.

Responsibilities will include:

- Assist in providing quality control for all Afrobarometer data entry templates
- Participate in reviewing datasets in a timely manner and ensuring that they meet Afrobarometer's standards
- Conduct data entry quality checks on final datasets
- Produce country-specific codebooks
- Assist in the weighting of country datasets
- Assist in the merging of all country datasets
- Participate in the production and review of Country Summaries of Results
- Provide technical assistance to national partners

Requirements:

- Post Graduate Degree, preferably in a social science discipline
- A minimum of 1 year experience in quantitative research
- Quantitative analytical skills
- Experience in using SPSS and Excel
- Flexibility and willingness to work on a wide range of tasks
- Willingness to travel in Africa
- Good interpersonal skills and demonstrated ability to work in a multi-national environment

Candidates would also have an advantage if they possess good writing and presentation skills, and a working knowledge of French.

The annual cost of employment, including benefits, is between R273, 662 and R321, 923

To apply, please e-mail the completed [UCT Application form](#) (HR201) and all other relevant documentation as indicated on the form, clearly indicating "**Afrobarometer Data Quality Officer**" followed by the reference number **SR634/14** in the subject line to Ms. Lily Nombombo at recruitment02@uct.ac.za

The application form can be downloaded at <http://web.uct.ac.za/depts/sapweb/forms/hr201.doc>

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and will be required to undergo a competency assessment.

Address: Staff recruitment and Selection, University of Cape Town, Private Bag X3, Rondebosch, 7700

Telephone: +27 21 650 5084

Reference number: SR634/14

Closing date: 14 March 2014

UCT is committed to the pursuit of excellence, diversity and redress. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>



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UCT reserves the right not to appoint.