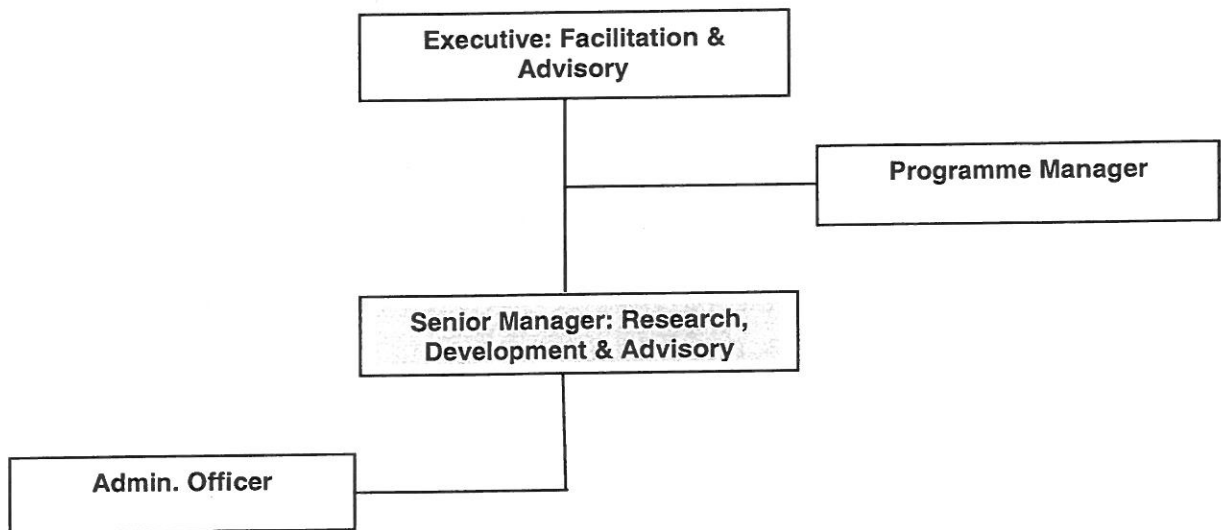


JOB DESCRIPTION

SECTION A: JOB INFORMATION SUMMARY

Job Title:	Senior Manager: Research, Development and Advisory
Job Code/Number:	
Job Grade:	
Division:	Research, Development and Advisory
Location	Block A, Eco Point Office Park, 350 Witch Hazel Avenue, Eco Park, Centurion, Pretoria

ORGANISATION STRUCTURE



SECTION B

<p>PRIMARY PURPOSE OF THE JOB <i>Why the job exists (purpose and overall responsibility) in a sentence or two. This should be unique to this job and <u>not</u> generic so that it fits other jobs in the organisation.</i></p>	<p>To conduct in-depth research in relevant areas in order to provide well-researched and scientifically driven solutions to the Agency and information to key industry stakeholders. To manage transformational and strategic projects and initiatives to improve efficiencies and effectiveness in the provision of cross-border road transport services as well as to manage knowledge generated by the organisation</p>
<p>KEY PERFORMANCE AREAS</p>	<ul style="list-style-type: none"> ▪ Conducting research in Trade and Economics, Corridor Assessment and Strategic Analysis, and Passenger Transport Planning and Regulation ▪ Management of projects and programmes ▪ Management of knowledge generated by the organisation ▪ Management of resources and people development
<p>TECHNICAL COMPETENCIES <i>(Knowledge/Systems/Regulations)</i></p>	<ul style="list-style-type: none"> ▪ Critical and Analytical skills ▪ Reporting and business writing ▪ Presentation skills ▪ Planning and organising skills ▪ Transportation (systems) engineering expertise ▪ Transport regulation, policy and planning expertise ▪ Transport economics, Physical distribution management and Supply Chain expertise ▪ Cross border freight and passenger industry knowledge ▪ Transport geography and trade knowledge ▪ Project Management (at senior level) expertise and experience in program management ▪ Research design and execution expertise ▪ Certified by recognised Transport Institution and Project Management Institution ▪ Value creation ▪ Thought leadership ▪ Result oriented ▪ Ability to work under pressure
<p>BEHAVIOURAL COMPETENCIES <i>(Skills/Attributes/Values)</i></p>	<ul style="list-style-type: none"> ▪ Good communication skills ▪ Customer focus ▪ Teamwork and collaboration ▪ Customer service ▪ Innovation ▪ Good interpersonal skills

SECTION C: DESCRIPTION OF TASKS

Key Performance Areas	Input / Method used	Output / Standard / Expected results
<p>Conducting research in Trade and Economics</p>	<ul style="list-style-type: none"> • Analyse policy and political dynamics taking place in the region. • Analyse and assess the implications of the economic policy framework and developments in the region. • Research trade dynamics, trends, traffic nature and volumes assessment. • Research regional transportation economics and corridor costs. • Assessment of the geo-economic and transport environment in the region; and • Engaging relevant structures and stakeholders on the continent to acquire relevant information. 	<ul style="list-style-type: none"> ▪ Research reports ▪ Recommendations for interventions ▪ Business Cases ▪ Feasibility studies ▪ Stakeholder engagement reports
<p>Conducting research in Corridor Assessment and Strategic Analysis</p>	<ul style="list-style-type: none"> • Engaging in and conducting research in regional cross-border road transport policy, legislation and regulation; • Corridor profiling and traffic trends analysis; • Assessment of the cross-border road transport industry as a whole; • Assessment of policies and legislative instruments • Corridor performance analysis; • Engage relevant structures and stakeholders in the country and the 	<ul style="list-style-type: none"> ▪ Research reports ▪ Recommendations for interventions ▪ Business Cases ▪ Feasibility studies ▪ Stakeholder engagement reports

	<ul style="list-style-type: none"> region as may be required in fulfillment of assigned tasks. Research in the areas of road traffic safety, road safety policy and strategic frameworks, road safety initiatives, technologies, mechanisms for compliance monitoring pertaining to cross-border freight road transport. Providing advice to the Agency and other relevant stakeholders with respect to interventions that may be implemented to enhance road safety with respect to cross border road freight transport; and Environmental scanning for key developments taking place in the road safety environment. 	<ul style="list-style-type: none"> Advisory reports
Conduct research in Passenger Transport Planning and Regulation	<ul style="list-style-type: none"> Passenger road transport policy and planning. Passenger road transport legislation and regulation. Market demand and supply analysis. Modelling and trend analysis. Cross-border passenger road transportation analysis. Design of road passenger transport interventions. Using statistical analysis to examine travel data. Advise on mechanisms for ensuring cross-border road transport operations are conducted safely. Participate in and provide advice on policy, strategic developments and interventions with impact on passenger transport. Research in the areas of road traffic safety, road safety policy and strategic frameworks, road safety initiatives, technologies, mechanisms for compliance monitoring pertaining to cross-border passenger road transport. Providing advice to the Agency and other relevant stakeholders with respect to interventions that may be implemented to enhance road safety with respect to cross border road passenger transport; and Environmental scanning for key developments taking place in the road safety environment. 	<ul style="list-style-type: none"> Integrated passenger transport regulation models Research reports Market analysis reports Recommended safety interventions
Management of projects and programmes	<ul style="list-style-type: none"> Initiation, planning, execution, monitoring and control of all strategic and/ or major projects in support of the Agency's strategies and priorities. Provide project management support to all other Divisions in the execution of projects i.e. through effective management of delivery processes. This will allow line functions to focus on core-functions and service delivery. Managing all projects based on proven project management methodologies and systems to meet project quality and time objectives within allocated budgets. Tracking of benefits post project implementation. Provide centralised and coordinated management of projects. Ensuring compliance with project management methodologies, standards, processes and procedures, and templates through projects audits. Ensuring effective communication resulting in accurate and timely communication with project stakeholders, managing stakeholder expectations and project communication management. Project time, cost, scope, quality, human resources, risk, procurement, and communication and integration management. New product development; and New systems development. 	<ul style="list-style-type: none"> Compliance with recognised project management standards, principles and methodologies. Effective use of project management tools. Approved Project Plans Work breakdown structure Business Cases Projects delivered with set timelines, budget and meeting quality requirements. Technical review workshops and sessions with management. Project issues Communication Plan Stakeholder engagement reports Resource Plans Project meeting reports/minutes
Management of knowledge generated by the organisation	<ul style="list-style-type: none"> Managing knowledge generated in the organisation; and Ensure knowledge management processes, procedures and systems are in place 	<ul style="list-style-type: none"> Knowledge management processes, procedures and systems

Management of resources and people development	<ul style="list-style-type: none"> • Ensure understanding of objectives, purposes and achievements of sub-unit. • Provide suitable interpretation of industry dynamics to management, team and staff within the organisation. • Ensure that planned activities are aligned with Agency's strategy, APP and integrate with CBRT-Act. • Prepare project proposals and present to senior/executive management. • Conduct operational meetings. • Manage and control expenditure within agreed budgets. • Monitor, measure and report on industry and achievements within agreed formats and timescales. • Co-ordinate industry development related events. 	<ul style="list-style-type: none"> ▪ Effective functioning of the Unit. ▪ On-time accurate and complete reports, documents and minutes. ▪ Efficient resource allocation ▪ Quarterly performance assessment reports.
Reporting	<ul style="list-style-type: none"> ▪ Prepare monthly, quarterly and annual reports ▪ Prepare specific stakeholder reports when requested 	<ul style="list-style-type: none"> ▪ Timeous, accurate reports

SECTION D: KEY RELATIONSHIP INTERFACES

<i>Internal Relationships with key parties on work related issues</i>	<i>External Relationships with key parties on work related issues</i>
<ul style="list-style-type: none"> ▪ CEO ▪ All Executives ▪ Board, EXCO and MANCO ▪ Communications Unit ▪ Specialist 	<ul style="list-style-type: none"> ▪ SADC, COMESA, TKC and SACU Secretariats ▪ National Departments/ Agencies in the Transport Industry ▪ International Departments/ Agencies in the Transport Industry

SECTION E: SPECIFIC REQUIREMENTS

Such as required to work overtime, travel, work in dangerous conditions, etc.

- Overtime requirement (from time to time)
- Travelling (internationally and locally)

SECTION F: DECISION MAKING

Indicate the limits and controls on this position's authority regarding expenditure, personnel decisions, changing policies or methods, etc. Indicate what types of decisions are typically referred to immediate management for resolution or approval.

This role has Interpretive decision-making authority over middle management's ability to optimise resources through decision-making regarding processes and procedures with planning programs or budgets one year ahead.

SECTION G: PERSON SPECIFICATION

List of qualifications, experience, training and characteristics required for the job

Qualifications	Required / Requirement:	Ideal:
	NQF 7 qualification in Transportation/ Economics/Project Management	Post graduate advantage
Experience	Minimum: 10 years' experience in transportation research field and sustainable transportation planning and sectorial projects. 5 years managerial experience	Ideal: Experience in cross border road freight and passenger transport sub sectors
Professional Membership (where applicable)	None	