
Basics

Job Title: Research Officer (intern)
Reporting To: Strategic Information Manager
Location: Rosebank, Johannesburg

Brief Description of Africa Health Placements

[Africa Health Placements](http://www.ahp.org.za) (AHP) is a dynamic South African-based social profit organisation working to address the extreme inequities in access to healthcare on the continent through human resource solutions. AHP currently offers culture strategy consulting, health workforce planning, recruitment, workforce retention initiatives and an expanding portfolio of human resources in health advisory services. The organisation's mission targets health access for the most indigent, partnering governments, civil society and private sector to do so.

AHP defines itself as “social profit” because its work, while mostly donor-funded, delivers profit measured in improved healthcare and social indicators.

Its burgeoning team of approximately 50 professionals, specialists and administrative staff, while mostly based in Johannesburg, are spread throughout the field, both locally and internationally. The team is divided into three capability areas:

- **Enabling:** The purpose of this function is to enable the organisation to deliver pragmatic solutions through fundraising, brand awareness (story telling) and internal infrastructure.
 - **Innovative Planning:** The purpose of this function is to take stakeholder requirements and through innovative analysis of data, input from people and research, define pragmatic solutions.
 - **Delivery:** The purpose of this team is to find, place and keep healthcare workers in alignment to planned solutions.
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Role Profile

Purpose

The successful candidate will:

- ✓ Assist with the development of research outputs that promote AHP as a thought leader in HRH
- ✓ Assist with compiling required research reports including both a comprehensive literature review and appropriate data analysis
- ✓ Assist with any other research-related requests made of the Strategic Information team
- ✓ Deliver the AHP customer experience

Required Education and Experience

- ✓ Undergraduate degree in a relevant field (completed/in progress)
- ✓ Strong analytical skills and excellent knowledge of statistical computer software programmes
- ✓ Extensive knowledge of both qualitative and quantitative research methods
- ✓ Strong ability to communicate and present in a compelling way
- ✓ Proficiency in MS Office

Knowledge and skills

- ✓ Ability to follow specific instructions
- ✓ Strong attention to detail
- ✓ Ability to work to deadlines
- ✓ Work well under pressure

Required behaviours:

- ✓ **Ability to connect** (listen, identify emotional need, clarify understanding, accept different ideas, ensure language and style serve the relationship);
- ✓ **Ability to plan** (think through approach, use research and information to inform, turn the need into clear and realistic objectives, identify what, when, who and how necessary to achieve objectives, define and document a clear plan);
- ✓ **Ability to keep people informed** (identify appropriate communication channels, commit to defined dates and time, explain the why, what, how and who, build buy in and confidence by using appropriate language and style, proactive in sharing information);

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- ✓ **Ability to deliver** (define commitments clearly, deliver on commitments, deliver when promised, adapt to unforeseen circumstances, remain calm under pressure, maintain healthy perspective, collaborate effectively); and
 - ✓ **Ability to lead for growth** (seek out opportunities to learn, seek out feedback from others on how to improve, share learnings in a structured way so that others can benefit, encourage new and innovative approaches).