



Lower Ground Floor, South Tower,
1Sixty Jan Smuts, Jan Smuts Ave, cnr Tyrwhitt Ave, Rosebank, 2196
P O Box 2324, Parklands 2121, South Africa
Tel: +27 11 537-0200 | Fax: +27 11 880-8798
e-mail: bhf@bhfglobal.com | web: www.bhfglobal.com

**BOARD OF HEALTHCARE FUNDERS OF SOUTHERN AFRICA
ADVERTISEMENT
HEAD: RESEARCH
AUGUST 2017**

PREAMBLE

The **Board of Healthcare Funders of Southern Africa (BHF)** is in the process of setting up an in-house specialised research unit, in support of its member constituents in pursuit of an effectively functioning Healthcare Sector.

The aim of the unit will be to commission and publish cutting edge research that will produce meaningful knowledge outcomes in support of an effective and sustainable Sector.

To this end, the BHF is looking to employ a highly qualified and experienced **Head: Research** reporting into the MD.

NATURE OF EMPLOYMENT

Permanent post

MAIN PURPOSE OF JOB

The key purpose of this role is to set up the Research unit, managing the development and implementation of the research programme.

KEY PERFORMANCE AREAS

Strategy and Planning

- Strategically position the research unit in line with BHF's Strategic Plan, in support of industry needs and objectives

Research and Research Commissioning

- Develop a Research Plan by identifying research priorities, coordinating, consulting and aligning with Academic partners, Administrators, Schemes, Managed care organisations and other research entities
- Plan and conduct research work, develop research recommendations by analysing research findings, developing reports, securing approval and disseminating to approved audiences within the defined standards and parameters
- Commission research by defining the terms of reference, supporting the appointment of service providers, contracting the service provider and managing delivery in line with the contract annually
- Manage the use of secondary research by identifying established sources of research, analysing findings, collating data, validating, developing recommendations, securing approval and disseminating to approved audiences as required



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- Manage the delivery of primary research in line with the BHF’s specifications and requirements by briefing service providers, tracking research delivery, addressing issues and managing that outputs are delivered by deadlines, within budget and to standard

Policy Research and Advisory services

- Research Sector specific policy and legislation by analysing policy and amendments or procuring research on same, analysing findings, identifying potential impact and consequences, drafting research papers, securing approval and presenting to relevant stakeholders and approved audiences as required
- Maintain sector policy expertise at all times by participating in forums, attending relevant workshops and conferences, collecting insight and clarity on policy and presenting/disseminating policy insight and advice as approved
- Provide advice on policy by reviewing policy positions, conducting research, consulting with the sector and interested parties and drafting policy recommendations as required

Stakeholder Engagement

- Identify and develop strategies to optimise key stakeholder relationships
- Manage the implementation of stakeholder relationship strategies and build sustainable and resilient relationships with stakeholders
- Manage resolution of stakeholder concerns and issues
- Influence stakeholders and stakeholders to support the achievement of the strategic objectives

Budget and Financial Management

- To develop the research budget to support achievement of the Research strategy
- To manage the financial performance of the unit

REQUIREMENTS	
<p><i>Qualifications/Knowledge (including most relevant field of study)</i></p> <ul style="list-style-type: none"> • Masters or PHD – health economics, managed care, clinical, medico legal, pharmaco economics etc. • Published research outputs 	<p><i>Experience</i></p> <ul style="list-style-type: none"> • 5 years Research Experience • 5 years working in the Healthcare Environment

GENERIC COMPETENCIES	
<ul style="list-style-type: none"> • Advanced Analytical thinking • Carrying out work independently • Communication skills (writing, presenting findings etc.) • Action Orientation • Problem Analysis, Solving and Trouble Shooting 	<ul style="list-style-type: none"> • Financial Management • Project Management skills • Risk mitigation and management • Excellent networking ability • Accuracy, precision and attention to detail • Analytical thinking • Strategic thinking skills



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<ul style="list-style-type: none">• Excellent planning and organising• Thought leadership	<ul style="list-style-type: none">• Management skills
Attributes	
<ul style="list-style-type: none">• Diplomacy• Assertiveness• Creative and innovative thinking• Ethics and Integrity• Accountability• Team player	

The successful candidate must have advanced level IT skills and expertise.

To apply for this role, please submit a CV with full details, along with a covering note where you specify how you meet the role requirements.

Submission details:

Email the HR Manager Gail Forsman at: forsmanf@iafrica.com

Please add **BHF Research post (in the email subject line)**

Closing date for applications is Friday 15th September 2017.
