



GENDER DESK OFFICE

RESEACHER: GENDER DESK

QUALIFICATIONS:

- Matric
- A University degree (Master's degree will be an added advantage) in a field related to one or more of the following: Law, Forensic Nursing or related disciplines.
- Computer literacy: MS Office etc.

EXPERIENCE:

- Three years of relevant experience

KEY PERFORMANCE AREAS

Conduct independent investigations into equality-related complaints lodged with the Gender Desk Unit, including investigations initiated by the Gender Desk Unit.

- Ensure all investigations are conducted to the highest quality standard in line with legislation, and the relevant policies and procedures to ensure procedural fairness and natural justice.
- Prepare for and conduct interviews with complainants, respondents, and witnesses.
- Seek, analyse and review evidence, information and documents provided as part of the investigation process.
- Document the process, the duty of care, allegations, findings, evidence and other critical information into an Investigation Report, providing appropriate recommendations to the Inquiry Panel.
- Compile investigation reports related to all investigations undertaken, within the relevant timeframes as per the institutional policies.
- Conduct trend analysis relating to the key factors contributing to equality-related offences within the University environment, based on complaints investigated, and generate a quarterly report to inform advocacy interventions.
- Participate in inequality policy training and advocacy interventions.
- Provision of monthly investigation status reports, including analysis reports on all cases lodged for the year to date.
- Assist with any other task within the Gender Desk Unit.

REQUIRED COMPETENCIES (SKILLS, KNOWLEDGE AND BEHAVIOURAL ATTRIBUTES):

- Excellent knowledge of the relevant national legislation and regulatory frameworks related to social inclusion.
- Equality promotion and protection against discrimination/harassment;
- Demonstrated ability to apply relevant legislative, policy and procedural requirements to ensure compliance and minimise risk to the University;
- Demonstrated experience in conducting high-quality, sensitive and complex investigations in the workplace and other relevant settings;
- High-level analytical ability, with the ability to ask probing questions;
- Strong ability to use discretion and judgement to resolve investigation-related issues independently;
- Strong experience in writing reports, recommendations, preparing correspondence and other documents for senior stakeholders;
- Outstanding written and verbal communication skills;
- Excellent inter-personal and networking skills and the ability to work collaboratively with a range of stakeholders, both internally and externally;
- Proven training and facilitation skills;
- Proven computer literacy skills, including but not limited to the use of MS Office software package at intermediate level and Proven attributes of transparency, integrity, maintaining confidentiality and teamwork;
- Current driver's licence - as travel will be required in this role.

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CLOSING DATE: 23RD OCTOBER 2026

Please submit cover clearly indicating which post you are applying for, a detailed CV with all your names, addresses, contact details and e-mail address and include contact numbers of three (3) referees, certified copies of all qualifications including Matric / Grade 12 Certificate, academic transcripts and a South African ID/ Passport should be forwarded to Human Resources Officer, e-mail applications to recruitment14@ul.ac.za

Telephonic enquiries regarding conditions of service: **Mr KJ Dube (Tel 015 268 3740)**

It is the applicant's responsibility to have foreign obtained qualifications evaluated by the South African qualifications Authority. Please note that failure to submit the requested documents / information will result in your application not being considered.

The University of Limpopo is an Equal Opportunity Employer. All appointments will be made in accordance with University's Employment Equity Policy. Reference: **Researcher** will be given to Males (Africans & Indians) and Females (Africans).

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applicants as unsuccessful.

The University reserves the right not to make an appointment.