Title:	Parliamentary Researcher **(PRL-02).**
Location:	Cape Town – Parliament of the Republic of South Africa
Employment Type:	Fixed-term contract linked to the legislative term of office.
Salary:	Market-related based on qualifications and experience.

About the Role:

ActionSA is seeking a hardworking and politically astute Parliamentary Researcher with strong analytical skills and a sound understanding of South Africa's political and parliamentary environment to provide strategic research, policy analysis and legislative support to its Parliamentary Caucus.

The successful candidate will play a central role in shaping ActionSA's parliamentary agenda, ensuring that the Caucus is equipped with the research, analysis and strategic advice necessary to hold the Executive accountable, advance policy solutions and contribute meaningfully to the legislative process.

Objective:

- Produce research, analysis, advice and related support of the highest standard to inform and guide the Parliamentary Caucus's positions and decisions on legislative matters.

Key Qualifications:

- A Bachelor's degree in Political Science, Economics, Finance, Public Finance, Public Policy, Law or a related field, with a understanding of economics and government finances. A relevant postgraduate qualification will be a significant advantage.
- 2 years relevant work experience is required, preferably in economic research, public finance, policy analysis, government or a related field.

Responsibilities:

- Provide comprehensive research, policy analysis and strategic advice to ActionSA's Parliamentary Caucus to inform the party's positions on legislation, motions, government policies and regulations, while providing Members of Parliament with the necessary legislative and technical support to effectively execute their parliamentary responsibilities.

- Identify emerging political, legislative and socio-economic issues and proactively develop research-based interventions that advance ActionSA's strategic objectives.
- Monitor legislative developments and government policy processes, identifying opportunities for oversight, accountability and legislative reform.
- Attend relevant parliamentary committee meetings, monitor proceedings and provide strategic analysis and reporting to Caucus members.
- Proactively identify and develop issues that add strategic value to ActionSA's parliamentary, provincial and national communications agendas.
- Monitor political developments and media coverage, identifying opportunities for public commentary, political positioning and parliamentary interventions.
- Draft and contribute to media statements, press releases, opinion pieces, speeches and other communications on behalf of the Caucus.
- Assist in the planning and coordination of press conferences, media briefings, stakeholder engagements and parliamentary events.
- Engage with relevant stakeholders, subject-matter experts, civil society organisations and other institutions on research and policy matters.

General Duties:

- Provide strategic support to the Parliamentary Caucus and undertake other ActionSA-related responsibilities as required.
- Work collaboratively to advance the broader objectives of the organisation, including supporting events, organisational initiatives and interdepartmental projects as required.
- Work collaboratively with other ActionSA structures and departments to ensure alignment between parliamentary activities and the party's broader strategic objectives.
- Act in a manner consistent with ActionSA's vision, values, constitution and code of conduct.

Skills Required:

- Strong qualitative and quantitative research abilities.
- Strong understanding of South Africa's political, legislative and parliamentary processes.
- Demonstrable ability to interpret complex legislation, policy documents and socio-economic information.
- Excellent written and verbal communication skills in English, with the ability to produce and present high-quality research and policy documents.
- Keen attention to detail and a proactive approach to problem-solving.
- Excellent organisational, project management and prioritisation skills.

- Ability manage research outputs and competing deadlines.
- Ability to work independently while contributing to a team.
- A track record of active volunteerism and community engagement will be an advantage.

Working Conditions:

- This position is primarily office-based, with set working hours and provision for hybrid working arrangements, taking into consideration the parliamentary calendar and operational requirements of the organisation.
- Candidates must have access to broadband internet and ensure they retain connectivity during load-shedding.
- Flexibility to adapt to changing priorities and political landscapes.

How to Apply:

Please submit your resume and cover letter to vacancies@actionsa.org.za. Shortlisted candidates will be invited to undertake competency tests, which will include a written scenario-based test.

When applying please quote the following reference number: PRL-02

Application deadline: 8pm, Thursday 03 December 2026.

ActionSA is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

Join us at ActionSA and be a part of the project to Fix South Africa!