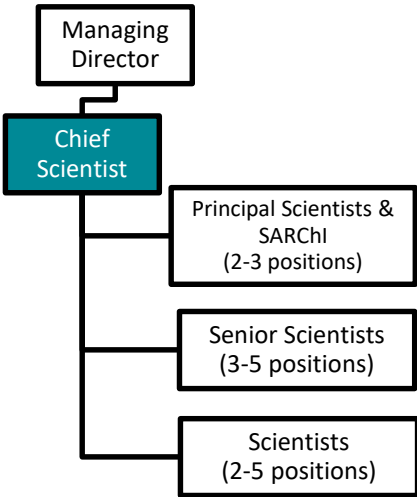


A. POST LOCATION DETAILS

Business Unit:	South African Institute for Aquatic Biodiversity
Division	Research
Department	Research

B. POST IDENTIFICATION

Job Title:	Chief Scientist	Post Number:	SAI700-0111	Job type	Permanent
Main Purpose of Job:	<p>Lead and manage the research and innovation component of the Institute's mandate, which is to undertake Aquatic Biodiversity Research and Innovation that drives the sustainable socio-economic development of South Africa. Provide management support to the Institute's Managing Director and the NRF Executive, as well as leading and conducting aquatic biodiversity research at the highest level.</p> <p>The person occupying this post will lead and be responsible for the SAIAB Research Division and will be answerable, in the first instance, to the Managing Director. The incumbent is expected to lead research projects and programmes as agreed to with the Managing Director. The incumbent will be involved in the management of the Research Division by: (1) providing guidance to researchers, postdoctoral researchers and postgraduate students; (2) by developing performance agreements and conducting performance reviews with researchers in the division and (3) by promoting the interests of SAIAB researchers both within SAIAB and externally (4) by linking and growing the services offered by the various research platforms offered by SAIAB. Provision of support to the Managing Director at advisory meetings and representation of SAIAB at national and international stakeholder levels are an important component of this post.</p>				
Reporting to:	Managing Director	Post Number:			
Organisational Structure:	 <pre> graph TD MD[Managing Director] --> CS[Chief Scientist] CS --> PSC[Principal Scientists & SARChI (2-3 positions)] CS --> SS[Senior Scientists (3-5 positions)] CS --> S[Scientists (2-5 positions)] </pre>				

C. POSITION DIMENSIONS

Total Staff Complement	13
Number of direct reports	8

Date Created: 1 April 2018

Last Update: 25 April 2023

The list of tasks or duties and responsibilities herein is not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements

D. CONTACTS / LIAISON

Most Important Clients (Internal)

WHO?	WHY?	HOW OFTEN?
NRF	To maintain regular communication regarding research initiatives and opportunities for funding.	Quarterly
SAIAB Advisory Committee	To support the Managing Director and Chief Scientist in discussions and decision making processes.	Annually
Managing Director	To assist with research project planning and goal setting in relation to SAIAB's performance requirements.	Weekly
Research Division Scientists	To review, monitor, guide and evaluate performance.	Monthly
Research Group	To co-ordinate project planning, goal setting, problem-solving, fund-raising and KPI monitoring.	Monthly
Researchers, Postdoctoral Researchers and Postgraduate Students	Evaluate postdoctoral researcher and postgraduate student performance.	Monthly
Operations Manager	To facilitate project management, logistics and KPI monitoring.	Weekly
Research Support Officer	Quarterly and annual reporting, quarterly Research Forum meetings, NRF RISA Grant Management, oversight of student bursaries and appointment of Honorary Research Associates, Evaluate performance.	As required
Financial Manager	To assist with the management of project funds.	As required
SCM Manager	To assist with procurement and related queries.	As required
Communications Manager	To ensure promotion of public awareness, public relations, advertising and fund raising.	As required
	To produce publications and documents, as well as promotional material.	
Collections Manager	Facilitate deposition of collection material from research project field trips.	As required
Senior Librarian	Acquisition of current and available scientific literature.	As required
	Research publications on Web of Science	
Research Infrastructure Platform Managers	Integration of research activities and research infrastructure platform activity.	Monthly

Most Important Clients (External)

WHO?	WHY?	HOW OFTEN?
Researchers	To collaborate and share ideas.	Continuously
National and international research organisations	To seek joint research ventures.	Continuously
Funding agencies	To facilitate exposure to funding opportunities.	Continuously

EXTENDED JOB DESCRIPTION

- Deputise for the Managing Director whenever required.
- Lead the management and strategic direction of the Research Division.
- Drive the transformation of the Research Division and student cohort.
- Ensure all permitting and ethics requirements are met by the research division.
- Ensure compliance of Occupational Health & Safety (OHS) regulations within the Research Division.
- Ensure alignment with the research platforms on offer.
- Ensure SAIAB research meets the mandate and direction of the NRF Vision 2030 and the DSI Decadal plan.
- Drive innovation and research that has a direct benefit to society.
- Contribute to the planning of SAIAB's research programmes and policies.
- Represent SAIAB's research interest in national and international forums.
- Implement research directives for SAIAB.
- Manage research through providing guidance to researchers, postdoctoral researchers and postgraduate students in the Research Division.
- Undertake aquatic field studies.
- Direct performance management of scientists and postdoctoral researchers (performance agreements and reviews)
- Manage the relationship with SAIAB's Honorary Research Associates.
- Supervise postgraduate students, especially PhDs.
- Attract research funds and contracts.
- Manage the finances of research projects and programmes.
- Publish research results in national and international journals.
- Review national and international manuscripts and theses.
- Promote aquatic biodiversity of the SAIAB Collections Facility.
- Present knowledge at national and international scientific conferences.
- Coordinate the monitoring of research KPIs.
- Increase public awareness through, popular publications, lectures, mass media (radio and television).
- Facilitate the Institute's employment equity policy and plan.

E. DESCRIPTION OF DUTIES AND RESPONSIBILITIES				
NO.	What	How	Why	Weight
1.	Research Management and Policy development	<ul style="list-style-type: none"> • Policy advisor to the MD. • Drive the transformation of the Research Division. • Ensure the Research Division undertakes research that contributes towards the sustainable socio-economic development of South Africa. • Deputise for the MD as and when required. • Represent the Institute's research interest in national and international research forums. • Co-ordinate the planning of research within the Institute. • Ensure the implementation of directives from the SAIAB Research Forum. 	<ul style="list-style-type: none"> ➤ Successful policy implementation. ➤ Transformation of the Research Division meets set milestones and goals. ➤ Smooth running of the Institute. ➤ Participation on national and international committees. ➤ Successful running of SAIABs research at the executive level ➤ Successful running of SAIABs Research Forum. ➤ Smooth running of all projects/programmes within the Research Division. 	10%
2.	Aquatic research	<ul style="list-style-type: none"> • Undertake aquatic research. • Publish research results in national and international journals. • Achieve excellence in aquatic science. 	<ul style="list-style-type: none"> ➤ Successful use of appropriate sampling methods. ➤ Meet highest review standards. ➤ NRF Research Support rating. 	40%

E. DESCRIPTION OF DUTIES AND RESPONSIBILITIES				
NO.	What	How	Why	Weight
3.	Scientific services	<ul style="list-style-type: none"> • Manage research through providing guidance to researchers, postdoctoral researchers and postgraduate students in the Research Division. • Represent SAIAB at Nationally and Internationally at the institutional level. • Review national and international manuscripts and theses. • Promote SAIAB Collections Facility. • Present knowledge at national and international scientific conferences. • Attract research funds and contracts. • Coordinate the monitoring of research KPIs 	<ul style="list-style-type: none"> ➤ Highly motivated researchers, postdoctoral researchers and students, ensuring good student throughput and publication rates. ➤ Membership on expert panels, Centres of Excellence and journal Editorial Boards. ➤ Invitation to review these documents by journal editors and universities. ➤ Collection of aquatic biodiversity samples during field trips. ➤ Acceptance of research papers to be delivered. ➤ Successful tenders and research proposals funded. ➤ Research group KPIs are monitored and communicated timeously to management. 	10%
4.	Knowledge transfer	<ul style="list-style-type: none"> • Supervise postgraduate students, especially PhDs. • Provide guidance to research staff, postdoctoral researchers and postgraduate students in the Research Division. • Educate students at tertiary educational institutions. • Increase public awareness through, popular publications, lectures, mass media (radio and television). • Facilitate the Institute's employment equity policy and plan. 	<ul style="list-style-type: none"> ➤ High standards for all theses produced. ➤ Motivated research colleagues and post graduate students ensuring good throughput and publication rates. ➤ Motivated, committed students ensuring good pass rates. ➤ Regular knowledge disseminated in collaboration with Communications Division. ➤ Training of potential SAIAB equity appointments. 	10%

E. DESCRIPTION OF DUTIES AND RESPONSIBILITIES				
NO.	What	How	Why	Weight
5.	Staff Management	<ul style="list-style-type: none"> Conduct performance reviews of researchers in the Research Division Ensure Ethics compliance within the research Division Ensure Quality Control of research and supervision activities. 	<ul style="list-style-type: none"> ➤ Annual performance agreements are in place and performance evaluations are conducted on time. ➤ Ethics and permitting systems in place and audited ➤ Student supervision system in place and audited 	15%
6.	Financial Management	<ul style="list-style-type: none"> Identify financial requirement of the Research Division and define strategies to meet these requirements. Manage and oversee all financial transactions budgeting/projections processes and procurement within own research cost centres. 	<ul style="list-style-type: none"> ➤ Successful funding applications. ➤ Cost effective, balanced budgets. 	5%
7.	Occupational Health and Safety (OHS) as well as Risk Management	<ul style="list-style-type: none"> Provide Risk and OHS support and leadership Assist the OHS Manager to promote a culture of safety, health and environmental awareness Continuous monitoring of control measures 	<ul style="list-style-type: none"> ➤ Health and Safety and Risk Management policies, procedures and standards are adhered to ➤ Review controls and measures 	10%

Legend:

Key Accountabilities (What)	The main areas of responsibility within a job.
Duty Statements (How)	Sentences that provide additional information about the tasks associated with the Key Accountability. They should describe the tasks that will lead to the achievement of the Key Accountabilities.
Purpose (Why)	The output of (reason for) performing the identified tasks. These should form the basis of performance agreements.
Percentage of time / Weight	Importance of tasks relative to others and amount of time/portion of the job that is spent on a particular Key Accountability.

F. POSITION REQUIREMENTS			
Minimum Education Required	Minimum Work Experience Required	Job Knowledge Required	Related Skills
<ul style="list-style-type: none"> PhD in aquatic biodiversity related field 	<ul style="list-style-type: none"> 10 years post PhD as a biodiversity researcher. Experience in ichthyology is desirable. Demonstrable network of collaborators and colleagues: Nationally; Regionally and Internationally. 5 years as a manager/leader/PI of research projects/programmes with multiple stakeholders and collaborators. An A or B NRF Rating (a C rating will be considered in exceptional circumstances). Proven experience in attracting research funds through competitive research grant proposals (Minimum - 5 grants) Significant experience in the supervision of postgraduate student research projects from the MSc to PhD level (Minimum 10 graduated students) Substantial publishing record in ISI rated journals in the aquatic biodiversity field (Minimum 50 papers) Proven record of presenting research findings at national and international conferences (Minimum 15 Poster and Oral presentations) SAIAB as a National Facility is primarily mandated to provide research infrastructure to the National System of Innovation. The Chief Scientist must have research experience that directly complements the research platforms on offer by SAIAB viz. National Fish Collection; Genomics Laboratory; Ecophysiology Laboratory; Acoustic Tracking Array; Remote Visual Platforms. 	<ul style="list-style-type: none"> An excellent track record in research in the aquatic biodiversity field. A thorough understanding of the opportunities and challenges facing aquatic biodiversity research at a National, Regional and Global level. Proven experience in leading a research team. Proven experience at communicating with stakeholders at the highest levels. Proven experience at managing collaborative research programmes. Scientific publication skills Proven experience in communicating science and/or of having engaged with communities and the public. 	<ul style="list-style-type: none"> Experience at representing an organisation at national and international meetings and/or workshops. Journal editorial experience/and or participation on International Panels Tertiary level teaching experience. Editorial board membership Technical skills that would complement the National Infrastructure facilities on offer at SAIAB.

G. COMPETENCY REQUIREMENTS		Date Profiled: April 2018	Framework: Peromnes
Extreme Importance (Essential)		High Importance	
<ul style="list-style-type: none"> • Leadership and Management Skills • Biodiversity conceptual knowledge • Critical thinking and problem-solving • Project management • Supervision skills • Scientific publication writing skills • Ability to analyse data / Statistical ability • Communication skills • Presentation skills • Professionalism • Time management • Ability to attract research funds 		<ul style="list-style-type: none"> • Research expertise in fields that complement the research platforms • Budget Skills • Field collection skills • Editing skills 	

Legend:

Extreme Importance	<i>Much more important for this job – essential for meeting nearly all job objectives</i>
High Importance	<i>More important for this job – essential for meeting nearly most job objectives</i>

A. NRF VALUES	
The NRF is committed to creating a single and united organisation by embracing a set of shared values to create a common organisation culture	
Value	Definition and Expected Behaviours
Passion for Excellence	We honour our obligation to society, the knowledge enterprise, and deliver excellence and positive impact in all areas of our work.
World-Class Service	We provide exceptional service to society and our stakeholders.
Integrity and Ethics	We act with honesty and decency.
Respect	We embrace diversity and treat people with dignity and respect.
People-Centred	We believe in our people and in creating a working environment that is conducive to good health, wellbeing and happiness
Accountability	We are consistent, fair and transparent in our actions and decisions and are responsible for the public resources we spend. We make commitments, stand for evaluation and accept that our actions have consequences.

B. OCCUPATIONAL CLASSIFICATION			
Final Job Grade:	Grade 5		
Occupational Level:	Professional		
Function (core/support):	CORE		
Job Description Written By:	Dr Angus Paterson	Position:	Managing Director
Job Description Approved By:	Bridgette Smith	Position:	Bridgette Smith

Signature of Incumbent: _____

Date: _____

Signature of Manager: _____

Date: _____