



# Job Description

## A. POST LOCATION DETAILS

Business Unit:	South African Institute for Aquatic Biodiversity
Division	Science Platforms
Department	MARIP (Marine Remote Imagery Platform)

## B. POST IDENTIFICATION

Job Title:	SAPRI Seafloor Instrument Technician	Post Number:		Job type	Fixed Term Contract
Main Purpose of Job:	SAIAB is seeking to appoint a suitably qualified candidate as a seafloor research technician within the South African Polar Research Infrastructure (SAPRI) consortium and Marine Remote Imagery Platform (MARIP). The primary purpose of the position is to support activities associated with the Seafloor component of SAPRI and MARIPs research and administration.				
Reporting to:	MARIP Instrument Scientist	Post Number:			
Organisational Structure:	<div><div>Managing Director</div><div>Platform Manager</div><div>MARIP Instrument Scientist</div><div>SAPRI Instrument Technician (Seafloor Research)</div></div>				

## C. POSITION DIMENSIONS

Total Staff Complement	2
Number of direct reports	0

Date Created: Date, Month, Year

Last Update: Date: Month: Year

*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)	<ul style="list-style-type: none"> <li>• MARIP Platform Manager</li> <li>• SAPRI ocean and Polar Coordinator</li> <li>• LTO Oceans Management</li> <li>• SAPRI Manager</li> <li>• SAEON Biodiversity manager</li> <li>• SAIAB Marine Platform Manager</li> <li>• SAIAB Health and Safety Manager</li> <li>• SAIAB Finance and Procurement team</li> <li>• Vessel Skippers</li> </ul>
Most Important Clients (External)	<ul style="list-style-type: none"> <li>• Department of Forestry, Fisheries and Environment researchers and technicians</li> <li>• Platform users</li> <li>• Contracted suppliers</li> </ul>

E. DESCRIPTION OF DUTIES AND RESPONSIBILITIES				
NO.	What	How	Why	Weight (out of 100)
1.	<b>Infrastructure management</b>	<ul style="list-style-type: none"> <li>Maintenance, cleaning, storage, services</li> <li>Asset and equipment management, inventories and loans</li> <li>Calibration, testing, optimisation</li> <li>Maintain SOPs</li> <li>Licensing and certifications</li> <li>Compile management reports</li> </ul>	<ul style="list-style-type: none"> <li>To ensure infrastructure is appropriately managed and operational</li> <li>To ensure that assets are secure and supplies are well managed.</li> <li>To ensure that equipment is functioning to the required precision and accuracy.</li> <li>Ensure safe and repeatable utilisation of equipment.</li> <li>To ensure equipment is safe and operated within legal requirements.</li> <li>To track infrastructure management progress</li> </ul>	25
2.	<b>Procurement and SCM</b>	<ul style="list-style-type: none"> <li>Draft procurement plans and infrastructure needs</li> <li>Manage procurement from existing contracted suppliers</li> <li>Manage contracted supplier performance reviews</li> <li>Establish new contracts or advertise existing contracts when the need arises.</li> <li>Abide by NRF-SAIAB procurement and financial management policies.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that SCM and financial policies are followed and that the procurement needs are known in advance.</li> <li>To ensure all infrastructure and contracted supplies needs are met.</li> <li>To ensure SCM policies are met and manage contracted supplier relationship.</li> <li>To ensure that all planned procurement is achieved.</li> <li>To ensure clean audits and legal SCM practices.</li> </ul>	25
3.	<b>Field research</b>	<ul style="list-style-type: none"> <li>Communicate with stakeholders to assist with all aspects of field work</li> <li>Ensure OHS, SCM and financial protocols are followed</li> <li>Participate in field research activities</li> <li>Follow SAPRI, SAIAB and MARIP protocols and SOPs</li> <li>Manage, as needed, the field research health and safety and animal ethics.</li> <li>Manage the safe transport, deployment and recovery of relevant SAPRI and MARIP infrastructure</li> <li>Ensure appropriate data management while in the field</li> <li>Compile field research reports</li> </ul>	<ul style="list-style-type: none"> <li>To ensure successful implementation of field research and manage expectations.</li> <li>To ensure that research activities abide by NRF-SAIAB and SAPRI rules and regulations.</li> <li>To ensure implementation of field research and ensure safe and efficient operation of equipment.</li> <li>To ensure operations are safe, efficient and within guidelines.</li> <li>To ensure field research activities meet SAIAB and SAPRI's OHS and Ethics requirements.</li> <li>To ensure operations are safe, efficient and within guidelines.</li> <li>To ensure data management policies are followed and no data are lost.</li> <li>To ensure field research activities are documented.</li> </ul>	25

Date Created: Date, Month, Year

Last Update: Date: Month: Year

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E. DESCRIPTION OF DUTIES AND RESPONSIBILITIES				
NO.	What	How	Why	Weight (out of 100)
4.	<b>Data management</b>	<ul style="list-style-type: none"> <li>• Ensure SAIAB, MARIP and SAPRI data management protocols are followed</li> <li>• Ensure fieldtrip data are accurate and complete</li> <li>• Ensure that all data collected on fieldtrips are uploaded onto SAIAB and SAPRI's data management systems as relevant.</li> <li>• Annotate video and imagery data to support programme projects, as required.</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure that all data collected are managed appropriately.</li> <li>• To ensure that data meet management requirements and no data are lost.</li> <li>• To ensure that data from fieldtrips is securely managed on the SAIAB and SAPRI systems as relevant.</li> <li>• To ensure that biodiversity data is available to support SAPRI research projects.</li> </ul>	5
5.	<b>Internal and external stakeholder communications, reporting and management</b>	<ul style="list-style-type: none"> <li>• Ensure appropriate communication with all stakeholders</li> <li>• Assist with stakeholder reporting requirements</li> <li>• Grow platform usage</li> <li>• Organise and/or Attend stakeholder meetings</li> <li>• Report on stakeholder activities</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure that stakeholders are informed and involved.</li> <li>• As above.</li> <li>• To ensure that the platforms are fully utilised in South Africa.</li> <li>• To engage with stakeholders and receive feedback on needs.</li> <li>• To ensure that SAIAB and SAPRI stakeholder activities are well documented.</li> </ul>	20

**Legend:**

<b>Key Accountabilities (What)</b>	<i>The main areas of responsibility within a job.</i>
<b>Duty Statements (How)</b>	<i>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.</i>
<b>Purpose (Why)</b>	<i>The output of (reason for) performing the identified tasks. These should form the basis of performance agreements.</i>
<b>Percentage of time / Weight</b>	<i>Importance of tasks relative to others and amount of time/portion of the job that is spent on a particular Key Accountability.</i>

F. POSITION REQUIREMENTS			
Minimum Education Required (NQF Level)	Minimum Work Experience Required	Minimum Job Knowledge Required	Related Skills
<ul style="list-style-type: none"> <li>BSc Honours degree in related marine research <b>OR</b> BTech Marine Science/Oceanography</li> <li><i>Desirable:</i> MSc</li> </ul>	<ul style="list-style-type: none"> <li>3 years' post-degree work experience in the platforms general field of research.</li> <li>If have a MSc, then experience in the platforms general field of research or a related field.</li> </ul>	<ul style="list-style-type: none"> <li>Code B drivers licence with ≥5 years driving experience. <ul style="list-style-type: none"> <li><i>Desirable:</i> Towing licence (EB or EC1) with documented experience towing trailers long-distance.</li> </ul> </li> <li>Sea-going experience off small (&lt;25m length) research crafts (≥ 20 sea days) <ul style="list-style-type: none"> <li><i>Desirable:</i> Sea-going experience on large (&gt; 25 m length) research vessels).</li> </ul> </li> <li>High computer literacy with expertise in MS Word, Excel and Access. <ul style="list-style-type: none"> <li><i>Desirable:</i> Experience in platform relevant software (SEAGIS, CPCe, BIIGLE, QGIS, R or Python).</li> </ul> </li> <li>Benthic/seafloor and/or demersal research and research methods. <ul style="list-style-type: none"> <li><i>Desirable:</i> Experience with stereo-BRUVs and landers</li> </ul> </li> <li>Knowledge on South African Marine ecosystems, fish and benthic invertebrates. <ul style="list-style-type: none"> <li><i>Desirable:</i> Ability to identify Southern African and Western Indian Ocean benthic and demersal fish and/or invertebrate species.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Asset management.</li> <li>Equipment management and maintenance.</li> <li>Ability to lead large land-based field expeditions.</li> <li>Proven data management skills</li> <li>Ability to manage permits, ethics clearance and administration</li> <li>Ability to work with scientists and students</li> <li>Ability to work independently and in a team environment</li> <li>Willingness to work after hours, on weekends and extended hours at sea</li> <li>Willingness to travel and be away from home for extended periods</li> <li>Good communications skills</li> <li>Competent swimmer</li> <li><i>Desirable:</i> Commercial SCUBA diving, equivalent to old Class IV.</li> <li><i>Desirable:</i> Cat B skippers ticket, with experience driving boats at sea.</li> </ul>

G. COMPETENCY REQUIREMENTS		Date Profiled: 31 <sup>st</sup> January 2022	Framework: Peromnes
Extreme Importance (Essential)		High Importance (Desirable)	
<ul style="list-style-type: none"> <li>• ≥ BSc Honours degree in related marine biodiversity research <b>OR</b> BTech Marine Science/Oceanography</li> <li>• 3 years' experience in related field</li> <li>• Experience with benthic and/or demersal research</li> <li>• Sea-going experience off small and/or large vessels</li> <li>• ≥ 5 years driving experience and/or towing licence and demonstrated competency.</li> <li>• Competent swimmer</li> <li>• Attention to detail</li> <li>• Compliance with rules and regulations</li> <li>• Communication skills</li> <li>• Computer literacy</li> <li>• Willingness to travel and be away from home for extended periods of time.</li> <li>• Willingness to work after hours.</li> </ul> <p><u>Physical Requirements</u></p> <ul style="list-style-type: none"> <li>• Able to pass SAMSA seagoing certification required to work on large and small vessels.</li> <li>• The job duties require an employee to bend, stoop, reach, or stand for extended periods.</li> <li>• The job duties require an employee to move, lift, lower and carry heavy objects.</li> <li>• The job duties require an employee to spend extended periods of time at sea.</li> <li>• The job duties may require the employee to swim in the sea through the surf.</li> </ul>		<ul style="list-style-type: none"> <li>• MSc in marine science</li> <li>• Stereo-BRUVs and lander experience and/or other seafloor imaging techniques</li> <li>• Experience undertaking SCUBA surveys.</li> <li>• Southern Africa and WIO marine fish and/or invertebrate identification.</li> <li>• Class IV SCUBA</li> <li>• Cat C or B skippers ticket</li> </ul> <p>Note: In the case of the essential requirements provided with the “and/or” option → if the candidate only meets one essential requirement then the second option becomes desirable.</p>	

**Legend:**

Extreme Importance  
High Importance

Much more important for this job – essential for meeting **nearly all** job objectives  
More important for this job – essential for meeting nearly **most** job objectives

H. 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 and 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

<b>Accountability</b>	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.
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<b>I. OCCUPATIONAL CLASSIFICATION</b>			
<b>Final Job Grade:</b>	Grade 9		
<b>Occupational Level:</b>	Skilled Technical		
<b>Function (core/support):</b>	Support		
<b>Job Description Written By:</b>	Anthony Bernard	<b>Position:</b>	Instrument Scientist
<b>Job Description Approved By:</b>	Bridgette Smith	<b>Position:</b>	HR Manager

Signature of Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Manager: \_\_\_\_\_

Date: \_\_\_\_\_