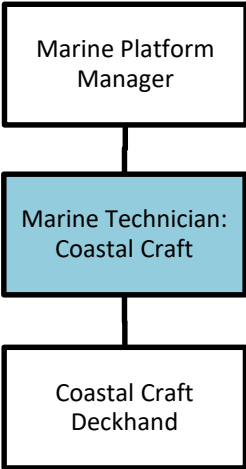


A. POST LOCATION DETAILS					
Business Unit:	South African Institute for Aquatic Biodiversity (SAIAB)				
Division	SCIENCE PLATFORMS				
Department	MARINE PLATFORM: AFRICAN COELACANTH ECOSYSTEM PROGRAMME (ACEP)				
B. POST IDENTIFICATION					
Job Title:	Marine Technician: Coastal Craft	Post Number:	SAI700-0170	Job type	Permanent
Main Purpose of Job:	SAIAB's skipper/vessel manager based in Durban has resigned from his position rendering the Coastal Craft platform in Durban non-operational. In order to return the platform to operation a skipper for the vessels is required. SAIAB's Coastal Craft platform serves the greater Marine Science Community through ACEP and its productivity is a high level KPI of SAIAB.				
Reporting to:	Marine Platform Manager	Post Number:	SAI700-0119		
Organisational Structure:	 <pre> graph TD A[Marine Platform Manager] --- B[Marine Technician: Coastal Craft] B --- C[Coastal Craft Deckhand] </pre>				
C. POSITION DIMENSIONS					
Total Staff Complement (of Division)	ACEP = 8 (3 in Durban, 2 in PE, 3 in Makhanda)				
Number of direct reports (Who reports to this position)	1				

D. CONTACTS / LIAISON

Most Important Clients (Internal)

Who	Why	How Often
Marine Platform Manager (Line Manager)	Receive tasks Report back on progress, concerns and trips	Weekly
Instrument scientists	Discuss platform requirements	As required
Coastal Craft Deckhand	Set tasks and provide instruction Performance management	Daily
Occupational Health and Safety Manager	Vessel OHS systems	Quarterly
SCM Manager and Procurement Specialist	Supply chain management related functions	As required
Human resources	Related to management of Coastal Craft Deckhand Performance agreements Performance evaluations	Bi-annually
Senior Technician SAEON	Marine partnership SAIAB/SAEON	Monthly

Most Important Clients (External)

Who	Why	How Often
Platform Users	Discuss vessel schedule Maximise boat use	As required
Service providers	Plan logistics around services Purchases	As required
SAMSA and Port Authorities	Vessel compliance	Annually (minimum)

E. DESCRIPTION OF DUTIES AND RESPONSIBILITIES

NO.	What	How	Why	Weight (out of 100)
1.	Maintenance and seaworthiness of vessels and maintenance of associated equipment	<p>Vessel maintenance and scheduled logs</p> <ul style="list-style-type: none"> Schedule and facilitate routine services of vessels and associated equipment. Maintain vessel and all associated equipment Conduct repairs to vessel as required Run all vessel systems regularly Log all maintenance and repairs conducted Maintain cleanliness of vessels Maintain SAMSA Seaworthiness of vessel Ensure that correct equipment is on board for every trip Maintain a comprehensive stock of spares Procurement: placing obtaining quotes and placing orders with suppliers and assisting with the compilation of procurement documents as required 	<ul style="list-style-type: none"> Vessel certified and ready to go to sea Maintain vessel service schedule Limit downtime of vessels Provide a reliable research platform for researchers 	50%
2.	Skippering & Safety	<p>Skippering of vessel</p> <ul style="list-style-type: none"> Remain in date with all required certificates Conduct all paperwork required by authorising agencies for ports of operation (SAMSA, Transnet), eg port licences, sailing plans, etc Safe skippering of vessels Maintain detailed vessel logs <p>Safety</p> <ul style="list-style-type: none"> Maintain a safe working environment for platform users Maintain all safety gear on vessel Keep a log of and report all OHS incidents Represent Durban Office on SAIAB Risk committee Conduct safety briefings and ensure that platform users complete indemnity forms <p>Training</p> <ul style="list-style-type: none"> Train other SAIAB staff and students to skipper vessels 	<ul style="list-style-type: none"> Ensure vessel is compliant with all authorities (SAMSA, Transnet) Ensure that trips are conducted safely Maximise productivity of the platform Build redundancy in skills within the platform 	30%
3.	Scheduling & facilitation of trips	<ul style="list-style-type: none"> Select appropriate weather days to conduct trips Liaise with platform users around this schedule 	<ul style="list-style-type: none"> Maximise number of days at sea by making good use of weather windows 	5%
4.	General duties	<ul style="list-style-type: none"> Assist platform users with fieldtrip preparation and execution where required Assist with any other aspects of SAIAB Marine Platforms as required 	<ul style="list-style-type: none"> Provide a world class Marine Research Platform 	5%

E. DESCRIPTION OF DUTIES AND RESPONSIBILITIES

NO.	What	How	Why	Weight (out of 100)
5.	Asset management	<ul style="list-style-type: none"> Maintain an asset list of all assigned SAIAB assets and keep track of their whereabouts and status 	<ul style="list-style-type: none"> Report from Finance Routinely follow up with boat builder and SAIAB personnel 	5%
6.	Staff Management	<p>Line manager to Deckhand</p> <ul style="list-style-type: none"> Assign daily and weekly tasks to deckhand Ensure that the Deckhand is suitably trained and briefed to conduct any assigned tasks safely and effectively Performance management of Deckhand 	<ul style="list-style-type: none"> Ensure that the Deckhand knows what is required and provided the necessary tools and instruction to conduct work effectively and safely 	5%

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 (NQF Level)	Minimum Work Experience Required	Job Knowledge Required	Related Skills
<ul style="list-style-type: none"> Matric SAMSA >9m Category B Power Driven Vessel Licence In date STCW (all certificates required for above skippers licence) Valid Code B driver's licence Ability to pass a SAMSA Seafarers Medical 	<ul style="list-style-type: none"> 3 years' experience in marine skippering, 2 years of which the candidate must have been employed primarily as a skipper of an >9m vessel OR >500 logged skippering hours – logged in a Seaman's Book. Proven experience operating a vessel with diesel inboard engines Computer literate Ability to render first aid (Level 3) certification required Proven experience at sea (provide logbook) Ability to stoop, bend and lift up to 30kg. Ability to swim Physically fit and able to climb stairs, enter small hatches and lift heavy equipment up to 30kg. 	<ul style="list-style-type: none"> Knowledge of weather conditions as related to boating Knowledge of SAMSA boating and safety regulations and equipment Knowledge of South African Port operations Ability to troubleshoot and make adjustments and minor repairs to engines and equipment Mechanical skills Electronic skills 	<ul style="list-style-type: none"> First Aid (level 3 or higher) STCW certified (full set required for >9m commercial skipper) SAMSA Short range radio certification Drivers licence

G. COMPETENCY REQUIREMENTS		Date Profiled: 21 October 2011	Framework: Framework
Extreme Importance (Essential)		High Importance (Desirable)	
<ul style="list-style-type: none"> • Competent swimmer • The job duties require an employee to bend, stoop, reach, or stand for extended periods. • Good communication skills • Strong logistical skills • The job required the employee to spend long periods (up to 3 weeks) away from home 		<ul style="list-style-type: none"> • Experience working with scientists and students • Scientific qualification (BSc or Diploma) • Code EB or higher drivers licence • DOL Commercial diver or dive supervisor qualification 	

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>

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
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.

I. OCCUPATIONAL CLASSIFICATION

Final Job Grade:	P10		
Occupational Level:	Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents		
Function (core/support):	CORE		
Job Description Written By:	Ryan Palmer	Position:	Marine Platform Manager
Job Description Approved By:	Bridgette Smith	Position:	HR Manager

Signature of Incumbent: _____

Date: _____

Signature of Manager: _____

Date: _____