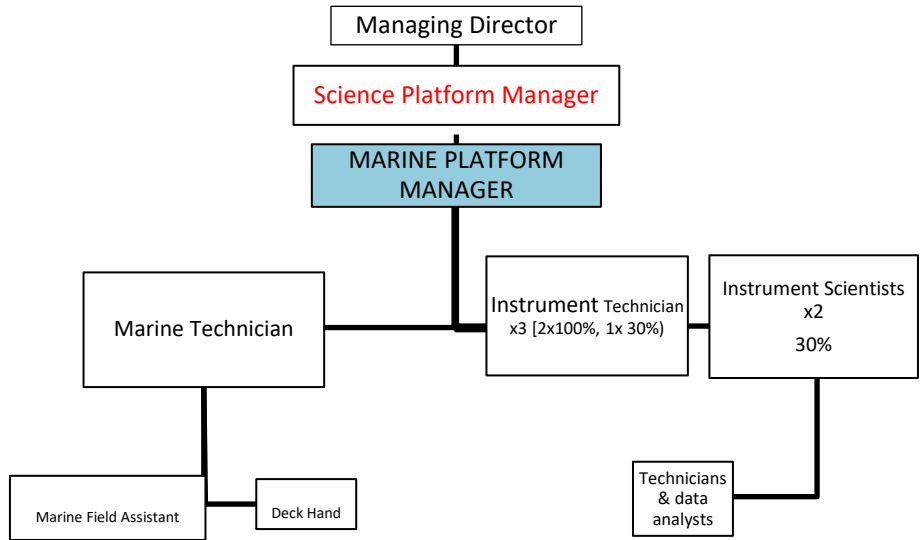


A. POST LOCATION DETAILS					
Business Unit:	South African Institute for Aquatic Biodiversity (SAIAB)				
Division	SCIENCE PLATFORMS				
Department	MARINE PLATFORM: AFRICAN COELACANTH ECOSYSTEM PROGRAMME (ACEP)				
B. POST IDENTIFICATION					
Job Title:	Marine Platform Manager	Post Number:	SAI700-0119	Job type	Permanent
Main Purpose of Job:	<ul style="list-style-type: none"> <li>• To manage all aspects of the SAIAB Marine Platforms and African Coelacanth Ecosystem Programme including budgets, operations, stakeholder relations, quality management, and reporting.</li> <li>• Responsibility for all aspects of SAIABs Marine Platforms.</li> <li>• Responsibility of ACEP:               <ul style="list-style-type: none"> <li>○ Rollout and implementation of ACEP Open Call Programme.</li> <li>○ Budgets and cost centre management.</li> <li>○ Platform access, scheduling and technical planning (Open call and Phuhlisa).</li> <li>○ Technical and logistical support for projects.</li> <li>○ Stakeholder relations.</li> <li>○ Maintain KPI and output records.</li> <li>○ Programme and KPI reporting (quarterly contract, KPI and annual reports).</li> <li>○ Quality management – feedback from users to make improvements and ensure quality service.</li> </ul> </li> <li>• ROV and Diving operations:               <ul style="list-style-type: none"> <li>○ Oversee all ROV and diving operations – good understanding of DOL manpower regulations required.</li> <li>○ Maintenance and repairs of ROV – problem solving and electronics skills required.</li> <li>○ Manage ROV data and metadata</li> <li>○ Assist researchers with ROV project design</li> <li>○ Contribute to ROV scientific outputs and cruise reports.</li> </ul> </li> </ul>				
Reporting to:	Managing Director <i>(Currently reports to MD. Discussions are taking place to secure a Science Platform Manager position)</i>		Post Number:	SAI700-0001	

**Organisational Structure:**



**C. POSITION DIMENSIONS**

Total Staff Complement  
(of Division)

**(ACEP = 8)**

Number of direct reports  
(Who reports to this position)

**Direct Reports: 3 (2 x Instrument Technicians and 1 Marine Technician/Skipper)**

## D. CONTACTS / LIAISON

Most Important Clients (Internal)	WHO?	WHY?	HOW OFTEN?
	Managing Director / Science Platforms Manager	Management and strategy Performance Management, project planning, goal setting, divisional management	Weekly
	Marine Technicians	Platform management	Daily
	Marine Instrument Scientists	Platform management	As required
	Principal Marine Scientist	Scientific requirements	As required
	Transformation Manager	HCD Technical requirements	As required
	Finance & Operations Manager	Reporting Advice on contracts	Quarterly
	Finance Division	Finance issues and Insurance	As required
	Risk Committee	Risk meetings	Quarterly
	Management committee	Management meeting	Quarterly
	SAIAB Researchers	Research Forum	Quarterly
	Communications & Stakeholder Manager	Science communication and outreach	As required
	SCM Manager and SCM Practitioners	All SCM (procurement) related tasks	As required
	Occupational Health & Safety Manager	To report OHS incident and make sure of risk and health and safety compliance.	As required
	Human resources Manager	For the support of the management of staff, performance agreement and performance evaluations	As required
	NRF Risk manager	Insurance issues	As required
	IT Manager	Hardware, software requirements and IT-related queries	As required
	NRF Grant and professional officers	ACEP Grant issues	As required
	Committees	Any Committee involvement or representation e.g. Animal Ethics, etc.	When required
Most Important Clients (External)	WHO?	WHY?	HOW OFTEN?
	Project PIs (platform users)	Project updates.	Quarterly (min)
		Platform feedback	Frequently when required
		Project planning and logistics	
	Partner institutions	Project planning and logistics	Quarterly (min)
			Frequently when required
	Suppliers & Service Providers	Supply Chain Management	As required
		Contract management	
	Authorities such as SAMSA and DOL	Permitting and boating and diving activities	As required
	Other platform stakeholders	Platform feedback	As required
		Report back on platform	
	Public and science community	Science communication	As required
		Promotion of platform	

## E. DESCRIPTION OF DUTIES AND RESPONSIBILITIES

NO.	What	How	Why	Weight (out of 100)
1.	<b>Manage ACEP Open Call</b>	<ul style="list-style-type: none"> <li>• Compose ACEP Open Call documents and user agreements.</li> <li>• Manage technical requirements and scheduling of ACEP projects.</li> <li>• Ensure project budgeting is managed correctly by PIs.</li>   <li>• Statistics recorded – students, researchers, research outputs.</li> <li>• Represent ACEP at conferences and research forums and events.</li>   <li>• Maintain ACEP Website and social media presence.</li> <li>• Science communication, science engagement and outreach.</li> <li>• Relevant reporting in the required timeframes.</li>   <li>• Quality management of ACEP.</li> </ul>	<ul style="list-style-type: none"> <li>• ACEP project documents and agreements in place.</li> <li>• Technical meetings held with PI's.</li> <li>• Project budgets are managed correctly including student bursaries and budget rollovers.</li> <li>• ACEP statistics recorded correctly and KPIs verified.</li> <li>• ACEP well represented and recognized as a premier and relevant marine programme in South Africa.</li> <li>• Interactive social media presence</li> <li>• Effective science communications programs linked to projects.</li> <li>• Effective stakeholder engagement to assess quality of services provided and appropriate improvements made.</li> </ul>	25%
2.	<b>Manage Marine Platforms</b>	<ul style="list-style-type: none"> <li>• Platform strategy – research focusses, equipment advancements.</li> <li>• Access to platforms – ensuring fair access, registering projects, signed user agreements, managing user expectation.</li> <li>• Oversee all aspects of platform operations – day-to-day operations and long-term plans of the platforms. Project scheduling, SOPs, logs, maintenance schedules, compliance and safety.</li> <li>• Risk management and safety – develop and maintain and update SAIAB policies in accordance with legislation.</li> <li>• Stakeholder relations</li> <li>• Maintain KPI and output records</li> <li>• Platform and KPI reporting (quarterly management research and KPI reports).</li> <li>• Science communication, science engagement and outreach.</li> <li>• Manage technical personnel – technical meetings, work schedules, performance management, personal development planning.</li> <li>• Manage Platform schedules.</li> <li>• Ensure Platform equipment is maintained, calibrated and serviced appropriately.</li> <li>• Ensure data is managed correctly.</li> <li>• Risk management for the platforms.</li> <li>• Quality management for the platforms.</li> </ul>	<ul style="list-style-type: none"> <li>• Technical personnel have a clear work plan and are suitably equipped to carry out their tasks.</li>   <li>• The equipment schedule is efficient, it maximizes equipment use and is communicated to the team.</li> <li>• Equipment downtime is minimized and, and data generated is trustworthy.</li> <li>• SOP are within the constraints of legislation, are safe and practical, and are well documented and communicated to the team.</li> <li>• Relevant safety training and equipment is provided to team.</li> <li>• Data is backed up with appropriate metadata and disseminated to researchers.</li> <li>• Effective stakeholder engagement to assess quality of services provided and appropriate improvements made.</li> </ul>	35%

<b>E. DESCRIPTION OF DUTIES AND RESPONSIBILITIES</b>				
<b>NO.</b>	<b>What</b>	<b>How</b>	<b>Why</b>	<b>Weight (out of 100)</b>
3.	<b>Reporting</b>	<ul style="list-style-type: none"> <li>Quarterly management, research and contract reports – gather and collate report information, compile reports.</li> <li>KPIs recorded accurately.</li> <li>Annual report.</li> <li>Special reports.</li> </ul>	<ul style="list-style-type: none"> <li>High quality reports submitted timeously.</li> <li>KPIs verified.</li> <li>Efficient outcomes reporting</li> </ul>	15%
4.	<b>Finance, SCM and Asset Management</b>	<ul style="list-style-type: none"> <li>Manage Marine Platforms budget and cost centres.</li> <li>Supply chain management – demand management, procurement (both under and over R500k), and contract management – Sound understanding of PFMA required.</li> <li>Asset management and insurance.</li> <li>Account for all equipment – write-offs, transfers, loans.</li> <li>Acquiring funds for the platforms.</li> <li>Ensure insurance is up to date and suitable.</li> </ul>	<ul style="list-style-type: none"> <li>Platform operates within budget</li> <li>Supply Chain is managed effectively with well managed contracts in place with regular suppliers.</li> <li>All SCM activities within the constraints of legislation and NRF policy.</li> <li>All assets accounted for and insurance up to date.</li> <li>Insurance claims submitted and followed up on.</li> </ul>	10%
5.	<b>ROV and Diving Operations</b>	<ul style="list-style-type: none"> <li>Maintain, service and manage ROV operations on field trips.</li> <li>Input into scientific design of ROV surveys.</li> <li>Manage ROV data.</li> <li>Contribute to ROV scientific outputs and cruise reports.</li> <li>Diving and dive supervision.</li> </ul>	<ul style="list-style-type: none"> <li>ROV maintained and serviced.</li> <li>Fieldtrips conducted effectively, safely with minimal downtime.</li> <li>ROV data archived with appropriate metadata.</li> <li>Diving operation carried out safely, within legislation.</li> </ul>	5%
6.	<b>Staff Management</b>	<ul style="list-style-type: none"> <li>Manage Platform Staff: <ul style="list-style-type: none"> <li>Motivate staff and delegate tasks.</li> <li>Skills development (identify skills deficiencies).</li> <li>Facilitate teamwork.</li> </ul> </li> <li>Develop performance standards and measuring performance.</li> <li>Training and development of Interns.</li> <li>Handle recruitment and selection of vacant positions.</li> <li>Deal with disciplinary matters and grievances.</li> <li>Track time and attendance of staff to ensure timesheets, leave and travel requests are submitted and approved timeously.</li> <li>Ensure performance contract are implemented and that performance reviews are conducted.</li> <li>Ensure development plans are in place and used for all employees.</li> </ul>	<ul style="list-style-type: none"> <li>Manages 100% time of 3 Marine Technicians</li> <li>Manages 30% of 1 Instrument Technician</li> <li>Manages 20% of 3 Instrument Scientists (80% managed by Principal scientist)</li> <li>Manages 4-6 Open Call PIs and a number of ad-hoc project PIs.</li> <li>Has numerous external stakeholders e.g. Partner institutions, NRF Corporate, Marine Platform users and students, service providers, broader marine science community and the public</li> </ul>	5%

E. DESCRIPTION OF DUTIES AND RESPONSIBILITIES				
NO.	What	How	Why	Weight (out of 100)
		<ul style="list-style-type: none"> <li>• Ensure conflict resolution and respond to any complaints or concerns.</li> <li>• Support skills development and transfer initiatives.</li> <li>• Coach subordinates to be effective performers and help them prepare themselves for challenges.</li> <li>• Identify and participate in planned activities that are appropriate for your own development.</li> <li>• Ensure knowledge transfer amongst peers.</li> <li>• Display and encourage an appreciation of teamwork and inclusivity.</li> <li>• Ensure compliance with all HR policies, procedures and standards.</li> </ul>		
7.	<b>Occupational Health and Safety (OHS)</b>	<ul style="list-style-type: none"> <li>• Ensure all machinery, plant or work performed under your supervision is carried out by competent person(s) who understand the hazards attached.</li> <li>• Ensure safety protocols and SOPs are up to date and followed correctly.</li> <li>• Relevant safety training and equipment and PPE is provided to team.</li> <li>• Investigate and Report of all incidents that have occurred in your area of responsibility.</li> <li>• Compliance to all safety, permits and licenses applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Accountable for all OHS in your area of responsibility</li> <li>• Meet all statutory requirements at all times</li> </ul>	5%

**Legend:**

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

<b>F. POSITION REQUIREMENTS</b>			
<b>Minimum Education Required (NQF Level)</b>	<b>Minimum Work Experience Required</b>	<b>Job Knowledge Required</b>	<b>Related Skills</b>
<ul style="list-style-type: none"> <li>• MSc degree in Marine/Coastal Science</li> <li>• 5 Years' Management experience</li> <li>• Driver's license</li> <li>• Skippers license</li> <li>• DOL Commercial Diving Certifications for Class IV diver and dive supervisor</li> <li>• IMCA ROV pilot/technician certification</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 5 years appropriate experience after MSc</li> <li>• Proven field and technical abilities</li> <li>• Proven ability to plan and implement field trips</li> <li>• Proven ability to manage a team</li> <li>• Proven ability to interact with scientists and managers</li> <li>• Sound management and organizational skills</li> <li>• Sound understanding of Supply Chain Management</li> <li>• Sound understanding of the PFMA</li> <li>• Financial and budgeting skills</li> <li>• Proven report writing skills</li> <li>• Sound knowledge of boating and diving regulations</li> <li>• Good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Operations management training</li> <li>• Advanced first aid</li> <li>• Willingness to spend extended periods away from home</li> <li>• Effective time management</li> <li>• Ability to focus on number of unrelated projects/tasks simultaneously</li> <li>• Good problem-solving skills</li> </ul>	<ul style="list-style-type: none"> <li>• Good personal skills</li> <li>• Human resources training – Job description writing, job evaluation, performance management.</li> <li>• Physical Requirements: <ul style="list-style-type: none"> <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> </ul> </li> </ul>

G. COMPETENCY REQUIREMENTS		Date Profiled: 25 September 2019 Review: 15 April 2025	Framework: Peromnes
Extreme Importance (Essential)		High Importance	
<ul style="list-style-type: none"> <li>Leadership and Management Skills</li> <li>Project management</li> <li>Seagoing Experience (Boating and Diving)</li> <li>Driving</li> <li>Organizational skills, especially field trips</li> <li>Communication skills</li> <li>Time management</li> <li>Report-writing</li> <li>Technical skills</li> <li>Budget skills</li> <li>Attention to detail</li> <li>Good computer skills</li> <li>Competent Swimmer</li> </ul>		<ul style="list-style-type: none"> <li>Budget Skills</li> <li>SCM Skills</li> <li>First Aid</li> <li>Skippers licence</li> </ul>	

**Legend:**

**Extreme Importance** *Much more important for this job – essential for meeting **nearly all** job objectives*

**High Importance** *More important for this job – essential for meeting nearly **most** job objectives*

H. NRF VALUES	
<b>The NRF is committed to creating a single and united organisation by embracing a set of shared values to create a common organisation culture</b>	
Value	Definition and Expected Behaviours
<b>Passion for Excellence</b>	We honour our obligation to society and the knowledge enterprise and deliver excellence and positive impact in all areas of our work.
<b>World-Class Service</b>	We provide exceptional service to society and our stakeholders.
<b>Integrity and Ethics</b>	We act with honesty and decency.
<b>Respect</b>	We embrace diversity and treat people with dignity and respect
<b>People-Centred</b>	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.

**I. OCCUPATIONAL CLASSIFICATION**

<b>Final Job Grade:</b>	P6		
<b>Occupational Level:</b>	Professionally qualified and experienced specialists and mid-management		
<b>Function (core/support):</b>	CORE		
<b>Job Description Written By:</b>	Prof Albert Chakona	<b>Position:</b>	Managing Director
<b>Job Description Approved By:</b>	Bridgette Smith	<b>Position:</b>	People and Culture Business Partner