



ADVERTISEMENT

SAPRI Operations Coordinator

Contract type: Permanent

Job Level: Skilled / Middle Management

Work Location: Cape Town, Western Cape

The South African Environmental Observation Network (SAEON) is a research platform funded by the Department of Science and Innovation (DSI) and managed by the National Research Foundation (NRF). SAEON is mandated to establish and manage long-term environmental observatories; maintain reliable long-term environmental data sets; promote access to data for research and/or informed decision making; and contribute to capacity building.

This position is supported by the DSI's South African Polar Research Infrastructure (SAPRI) programme.

SAEON Egagasini Node, based in Cape Town, Western Cape, requires the services of a suitably qualified individual to be responsible for the day-to-day operational and logistical management of the South African Polar Research Infrastructure (SAPRI)

- * Purpose:
Day-to-day responsibility for operational and logistical management of the South African Polar Research Infrastructure.
- * Work closely with the key SAPRI stakeholders (NRF SANAP, DFFE and scientists and technicians) to ensure that there is effective communication and coordination for efficient operations.
- * Sit on relevant international panels to ensure best practices are maintained and that the SAPRI is inline with international long term observatory infrastructure.
- * Provide leadership to a range of services that support sound management and the sustainable development of SAPRI, underpinned by good logistical and scientific coordination.
- * Support the SAPRI Manager with other operations and reporting, including drafting relevant documentation in support of the portfolio, including promotional content management, progress reports (monthly, quarterly and annual), science engagement and annual performance plans.
- * Coordinate Supply Chain Management activities at SAPRI to meet business objectives and compliance
- * Support the promotion of transformation within polar science by mentoring and supporting PDPs and emerging polar scientists and technicians in logistics and operation management

Key Responsibilities:

- * Coordinate Supply Chain Management activities at SAPRI to meet organisational objectives and ensure compliance.
- * Coordinate the compiling of promotional content management, progress reports (monthly, quarterly and annually). science engagement and annual performance plans.
- * Provide lead support to ensure effective communication and coordination between SAPRI stakeholders.
- * Support the promotion of transformation within polar science.

Key Requirements:

Qualification:

- * MSc or MTech in SAPRI related research.
- * 8 years' relevant experience, including as Chief Scientist on research cruises, in SAPRI related logistical coordination among academics and public entities, of which a minimum of 6 years should be interactive with the DFFE.

Experience:

- * Demonstrable ability and coordinating multi-disciplinary and multi-stakeholder teams.
- * Experience of working within the polar community and a demonstrable understanding of and passion for SANAP science and DFFE Antarctic and Islands logistics.

Knowledge:

- * Evidence of exceptional performance in logistical coordination within polar and marine activities, including oceanographic research cruises and knowledge of the polar bases and instrumentation across the disciplines.
- * Evidence of ability to synthesize complex material underpinned by high-level written communication skills, to support the development of business/performance plans, progress report submissions, agreements, permit applications and public relations material.
- * Proven understanding of South African Supply Chain Management (SCM) policy and guidelines.
- * A working knowledge of instrument maintenance and storage requirements.

Additional Notes:

- * Highly developed interpersonal skills, including the ability to develop collaborative partnerships with both internal and external stakeholders.
- * Ability to travel and go to sea.
- * A valid code B driver's license.
- * A relevant research-based PhD, evidence of research outputs and management development training will be advantageous.
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Information:

The website www.nrf.ac.za provides more details on the NRF initiatives and activities.

Applications:

Applicants should submit a comprehensive CV by logging to <https://ess.nrf.ac.za/Account/Recruitment> and apply online. Applications should be accompanied by a letter of motivation indicating the applicant's suitability for the position. The names and contact details of at least three referees should be provided.

Closing Date: 11 May 2023

The NRF offers a challenging career and competitive remuneration package which is commensurate with qualifications and experience. The NRF is committed to employment equity and redress and the appointment to the position will be made in line with the NRF Employment Equity Plan.

The NRF reserves the right not to make an appointment.

Correspondence will be sent to short-listed candidates only