

Terms of Reference: One Ocean Hub South Africa Project Manager

Background

This is an exciting opportunity to join the South Africa team of the One Ocean Hub project – a 5-year global hub for interdisciplinary research for sustainable development, working to promote fair and inclusive decision-making for a healthy ocean whereby people and the planet can flourish. Weaving learning from the ocean, ranging from the traditional knowledge of the peoples who rely upon it, to marine sciences, innovative legal approaches and artistic methods, we aim to bridge the disconnections in law, science and society across all levels from the local to the international and empower vulnerable communities, women and youth to shape and benefit from the blue economy.

With activities taking place largely in South Africa, Ghana and Namibia, each country workplan is led and managed by two country Co-Directors and a dedicated country Project Manager, with overall coordination of the Hub provided by the One Ocean Hub Support Team based at the University of Strathclyde in the UK. The country Project Managers report to the One Ocean Hub Programme Manager.

Objectives

1. Planning, coordinating, monitoring and reporting on delivery of the South Africa country workplan
2. Providing effective support to the South Africa country Co-Directors and wider South Africa research team
3. Facilitating regular communications with the OOH Support Team in Strathclyde and wider Hub network

Job Description

Main Activities/Responsibilities

Planning, coordinating, monitoring and reporting on delivery of the South Africa country workplan

- Monitoring delivery and managing and updating the country workplan, including identifying risks, challenges and bottlenecks, working with Co-Directors and individual researchers to develop solutions and adapt delivery as necessary to ensure results remain on track
- Collate country level data against country log frame, including issuing and collating survey responses, event attendance and other data as required based on the logframe
- Maintain rigorous record keeping for South Africa and coordinate reporting requirements for the country (6 month basis) and leading on non-academic aspects

Providing effective support to the South Africa country Co-Directors and wider South Africa research team

- Coordinating monthly meetings of the South Africa country working group, drafting minutes and actions, and following up to ensure actions are met
- Provide support to the country Co-Directors to develop and maintain research publication plans, working as a key and proactive member of the Country Management team to plan and coordinate country level matters
- Planning, coordinating and leading on country-level events and workshops (including logistics and travel where necessary), both online and in person
- Establish and maintain country level budget expenditure monitoring and reporting in close coordination with the 4 partner institutes
- First point of contact for all South Africa Hub researchers, ensuring regular updates and communication flows across the country team
- Using initiative to identify and implement continuous improvement of processes and procedures within areas of responsibility

Communicating regularly with the OOH Support Team in Strathclyde and wider Hub network

- Open and regular communications with the Strathclyde Support Team to facilitate 2-way flow of updates, including raising of potential issues and problem solving
- Providing stakeholder engagement support through participation in regular communication meetings and activities
- Participate in Hub-wide activities, including as a member of OOH Executive Team
- Undertaking any other appropriate duties within the One Ocean Hub as may be required from time to time

Person Specification

Educational and/or Professional Qualifications

- Educated to degree level in relevant subject or equivalent qualifications plus relevant experience.
- Project management qualification desirable

Experience

- Relevant project management experience on large/complex projects, including strong practical experience managing coordination, administration and operational matters

Job Related Skills and Achievements

- Excellent IT skills; confident working knowledge of MS Office and particular expertise in Excel and Word.
- Excellent communication skills - written and spoken - including an ability to work effectively with wide range of internal and external stakeholders.
- Excellent organisational skills, with the ability to work autonomously and cope with changing priorities, multiple tasks and deliver to tight deadlines.

Personal Attributes

- Strong interpersonal skills, with an ability to deal with a wide range of international stakeholders across complex organisational settings.
- Ability to deliver high-quality results under pressure, while ensuring excellent attention to detail.

- Approachable manner and 'can do' approach – high level of initiative and dedication to supporting team members and others to deliver high-quality results.

Work schedule

- Contract appointment.
- Full-time basis (35 hours per week)
- Appointment duration: Fixed term until 12 February 2024.
- There is no guarantee of permanent employment or renewal because the position is project funding-dependent.
- Should funding be made available post-Feb 2024, the re-appointment will be based on performance.

The deadline for applications is 12 December 2022.

Applications to be sent to Tara.bonnesse@mandela.ac.za