



## **Terms of Reference: South African Programme Manager One Ocean Hub**

The Hub was conceptualised and developed based on 5 research programmes (RPs) each working across scales (local to global level) and across sectors, in order to reach our desired outcomes and objectives. To facilitate this, the Hub's Governance document foresees that 'country-level working groups/learning labs' are needed. To achieve this a Country Director for each participating country will be nominated (ToR available separately), who in turn will be supported by a Country Programme Manager (PM) who will provide management and coordination across all research and activity streams in country.

### Specifically undertake the following:

- Provide coordination support and act as a first point of contact for all South Africa Hub related enquires for all One Ocean Hub researchers in each South Africa partner institution (Nelson Mandela University, University of Cape Town and Rhodes University), and UK partner institutions
- Coordinate and administer all meetings of the country working group
- Coordinate reporting requirements (6-month basis) and lead on non-academic aspects
- Collate country-level data against country log frame, including issuing and collating survey responses, event attendance and other data as required based on the log-frame
- Liaise directly with Strathclyde Support Team to facilitate 2-way flow of updates, requirements, raising of potential issues and problem solving
- Maintain and update risk registries
- Coordinate in country auditing processes
- Provide communications and stakeholder engagement support (Stakeholder engagement will be led where possible by Co-Is; however, country-wide meetings, events and engagements with new Stakeholders may be facilitated and supported by the PM, and the engagement with stakeholders can be coordinated in terms of timing during country-level meetings)
- Lead on country-level events, coordination and planning
- Assist with communication materials related to Hub activities and outputs
- Support the South African Country Director

### Core Competencies Required:

- Excellent communication skills
- Excellent organisational skills
- Independent worker that can work in a diverse team
- At least 5 years project management experience
- Report Writing skills
- Science research (not discipline specific) and/or international development background
- Excellent computer skills and data base management
- Excellent command of English (read, write and speak)
- Advantage to have additional language skills, particularly of indigenous South African languages.

- Must be able to travel and have a valid driver's licence
- Must be capable of working remotely

Additional Information:

- The successful incumbent will be based at the Nelson Mandela University on the Ocean Sciences Campus (in light of the COVID-19 pandemic, working conditions are remote). There are no relocation costs covered.
- You will work with researchers and knowledge holders from other South African Organisations, including Universities, NGOs and government, in addition to working closely with the team at Strathclyde
- Salary based on qualification and experience:
  - Salary range is between R350 000 to R450 000 per annum
- Contract renewable annually based on performance and continued project funding.
- No permanent employment can be expected post the project lifespan at both Nelson Mandela University or the University of Strathclyde

Application Process:

- Send a full CV, cover letter, certified qualifications, reference letters and a list of three contactable references to cmr@mandela.ac.za
- The Nelson Mandela University and Partners reserves the right not to appoint anyone. Only short-listed candidates will be communicated with.
- Start and end dates for initial contract: 1 February 2021 – 31 December 2021

Timeline:

- Application deadline is 12:00 on Monday, 18 January 2021
- Only shortlisted candidates will be contacted by Tuesday, 19 January 2021
- Interviews with shortlisted candidates will be conducted via Skype on Friday, 22 January 2021
- Successful candidate will be contacted on Monday, 25 January 2021