



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 Shallow Marine and Coastal Research Infrastructure (SMCRI) programme.

SMCRI Operations Coordinator
(Based in Gqeberha, Eastern Cape)
(Permanent)

SAEON Elwandle Node, based in Gqeberha (Port Elizabeth), Eastern Cape, requires the services of a suitably qualified individual to be responsible for the day-to-day operational management of the Shallow Marine and Coastal Research Infrastructure (SMCRI)

Key responsibilities will include:

- Day-to-day responsibility for administration and operational management of the Shallow Marine and Coastal Research Infrastructure
- Provide leadership to a range of services that support sound management and the sustainable development of SMCRI, underpinned by good governance practices.
- Coordinate business improvement and benchmarking projects for SMCRI, including contract management, audit processes and improved compliance.
- Draft relevant documentation in support of the portfolio, including promotional content management, progress reports (monthly, quarterly and annual) and annual performance plans
- Coordinate management agreements (MoUs, SLAs, lease agreements, etc.) and permits required by the Node to meet organizational objectives.
- Coordinate Supply Chain Management activities at SMCRI to meet business objectives and compliance

Requirements:

- Minimum education required: MSc, MCom and/or diploma in Project Management
- 3+ years relevant experience in a research project management environment Evidence of exceptional performance in professional project management and / or supporting research-related project delivery under minimum supervision.
- Demonstrable passion for marine and coastal ecosystems
- Highly developed interpersonal skills, including the ability to develop collaborative partnerships with both internal and external stakeholders
- Proven effective leadership skills that drive team work, high performance and excellence in service provision.
- 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.
- Strategic thinker with highly-developed problem solving skills.
- Proven understanding of South African Supply Chain Management (SCM) policy and guidelines
- Proven ability to work as part of a diverse team
- Record of establishing and maintaining a framework for continuous improvement.
- A valid code B driver's license.

Shortlisted candidates may be subjected to a management aptitude assessment as part of the selection process. Applications should include a detailed Curriculum vitae, cover letter and contact details of at least three referees.

Interested applicants should apply online at <https://ess.nrf.ac.za/Account/Recruitment> Any queries can be forwarded to leazill@saeon.ac.za or em.peenze@saeon.nrf.ac.za

Closing date for receiving applications: 7 December 2021.

SAEON is committed to employment equity and redress. *SAEON reserves the right not to make an appointment to the position as advertised.*