

JOB TITLE	Principal Technical Officer	GRADE	12
POSITION CODE	40001399	OFO CODE	
DIVISION	Geology	INCUMBENT	Vacant
SUPERVISOR/MANAGER	Head of Department Prof Steve Prevec	JOB TYPE (ACADEMIC/SUPPORT)	Support
PERMANENT OR CONTRACT (IF CONTRACT – LENGTH OF CONTRACT)	Permanent	FULL-TIME OR PART-TIME (IF PART-TIME HOW MANY HOURS PER DAY)	Full-time
COUNCIL FUNDED POST OR OUTSIDE FUNDED	Council funded	DATE APPROVED	08 November 2023 (SR)

MAIN JOB OBJECTIVE/S
Responsible for the management and administration of technical services to the Department. This includes managing the staff and the infrastructure in the thin section laboratory in particular, plus associated laboratories, workshops, undergraduate teaching facilities and the vehicle pool within the department. Also responsible for monitoring the general infrastructure of the department. .

DESCRIPTION OF KEY RESPONSIBILITY AREAS	KEY PERFORMANCE INDICATORS
SPECIALISED TECHNICAL RESPONSIBILITIES including: - 40%	<ul style="list-style-type: none"> • Responsible for the “thin-section laboratory” (Dept of Geology) – responsible for ensuring that the laboratory staff produce quality products for EPMA, SEM, & petrographic (transmitted & reflected light) microscopy. • Responsible for the manufacture of equipment, storage and display materials as needed for research, teaching and outreach purposes. • Responsible for the maintenance of rock stores which involves the long-term storage of specimens in the two Geology rock stores (Geology Dept basement and temporary storage elsewhere on campus), including their safe storage and facilitating access for retrieval as required. • Responsible for the servicing of microscopes. • Maintenance and servicing of microscope-mounted cameras. • Maintenance of rock photography apparatus. • Maintenance of mineral separation equipment (Frantz isodynamic magnetic mineral separator, specifically).

	<ul style="list-style-type: none"> • Maintenance and management of rock crushing facility in Dept of Geology (including training of users).
<p>GENERAL TECHNICAL RESPONSIBILITIES including: – 30%</p>	<ul style="list-style-type: none"> • Responsible for all departmental equipment, including vehicles and trailers, furnishings, etc. • Responsible for the inventory of present equipment and the status thereof. • Responsible for the maintenance and repair of equipment. • Responsible for the layout and maintenance of teaching materials (rock and fossil sample specimens, petrographic microscopes) and their return to storage as required for teaching purposes. • Responsible to serve as a first-year practical manager, running introductory rock and mineral practicals, as required. • Driving on fieldtrips. • Responsible for overseeing Health and Safety for the department (may be the Safety Officer). • Overall responsibility for planning general technical projects for the department. • Overall responsibility for the construction of laboratory furniture and installation of all new laboratory equipment. • Responsible for identifying all general building maintenance and infrastructure and reporting them to the correct institutional structures for attention. Responsible for following up on any outstanding work and/or requisitions. • Overall responsibility for ensuring that accurate records are kept of all general technical work undertaken in the department. • Providing technical support for analytical instrumentation housed in the Geology Department, and liaising with other related entities (e.g., XRD, SEM, ICP) in the university as required.
<p>STAFF SUPERVISION -15%</p>	<ul style="list-style-type: none"> • Ensuring that appropriate structures and processes are in place for staff and aligned to the overall goals/targets for the section in order to provide the necessary service for the section. • Management of the resources of the section, staff, budgets, facilities, equipment etc. • Assist with the selection, induction and training of staff. • Ensure that appropriate targets/goals are set for staff to support the work of the section. • Must ensure that staff complete the work that has been assigned to them and that the quality of the work completed by staff meets the standards required.

	<ul style="list-style-type: none"> • Responsible for ensuring that the Health and Safety standards are adhered to. • Responsible for development of staff. • Responsible for addressing performance problems with staff and documenting these discussions. • Performance issues and problems are to be addressed in keeping with the guidelines laid down by the Institution. • Approve leave.
<p>FINANCIAL AND ADMINISTRATIVE RESPONSIBILITIES including: - 15%</p>	<ul style="list-style-type: none"> • Responsible for preparing and motivating for capital expenditure and operating budgets for the technical section of the department. Includes both internal and externally funded areas. Budget to be submitted to the HoD for review and inclusion in the departmental budget for submission to the Finance department (if necessary). • Responsible for the gathering of costing figures for the preparation of the budget. • Responsible for controlling and monitoring expenditure on the technical budget. • Responsible for ordering of technical supplies, materials and dealing with service providers within the institutional policies and processes.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

A relevant B.Degree / Advanced Technical Diploma (NQF level 7) in Geology, Mineralogy, Geotechnical Engineering, or equivalent, with 4 years' relevant experience where such experience includes:

- Previous technical experience, preferably in geology, engineering and/or a relevant science field including experience in working in labs and workshops
- Previous general maintenance experience and/or ability
- Previous electronics experience
- Previous supervision experience
- Previous experience working with budgets
- Previous thin section laboratory experience will be an advantage.
- A valid driver's licence is a requirement for the position. Maintaining a valid PDP licence and first aid certificate are conditions of employment for this post, so candidates must be legally eligible to obtain these, commencing during their probation period The Institution will be responsible for the costs involved in obtaining the necessary licences and first aid certificate for one attempt. If either or both are failed the 2nd attempt will be for the incumbent's account. Failure to obtain the necessary licences and first aid certificate will mean that the appointment of the incumbent cannot be confirmed and the employment contract will be terminated.

COMPETENCIES, I.E. KNOWLEDGE, SKILLS AND ATTRIBUTES

The job incumbent is required to demonstrate the following competencies: -

PROFESSIONAL COMPETENCIES

- Sound technical experience in geology, engineering and/or a relevant science field which would include working in labs and workshops
- Good general maintenance experience and/or ability

- Functional experience in electronics
- Knowledge of scientific interpretation and analytical skills are also needed to be able to perform lab duties.

PEOPLE AND COMMUNICATION SKILLS

- Strong interpersonal skills with the ability to deal with multicultural staff at various levels within an academic setting.
- Ability to communicate effectively both verbally and in writing in English.
- Ability to communicate in other official languages is desirable and will be an advantage.

ADMINISTRATIVE SKILLS

- Sound computer literacy with wide knowledge of programs including word processing and spreadsheets, computer interfaced laboratory equipment, graphics, Internet, e-mailing.
- Strong organizational skills.
- Ability to multi- task and prioritise.
- Flexibility to deal with a multiplicity of tasks and quickly shift from project to project and topic to topic without becoming overwhelmed.
- Good problem- solving skills.
- Sound numeric skills and experience working with budgets.

SUPERVISION SKILLS

- Ability to schedule and allocate work amongst staff.
- Ability to motivate the staff and develop a positive and productive work climate.
- Ability to develop the staff.
- Ability to monitor the quality of work and take steps if the quality is problematic.
- Ability to motivate for change amongst the members and get their commitment to changes proposed.

WORK BEHAVIOURS

- Strong service ethic with a track record of continuous improvement.
- Able to work independently as well as a member of a team.
- Actively seeks feedback.
- Able to withstand criticism and use constructive criticism to improve service delivery and own contribution.
- Professional and able to produce work of a high quality.
- Shows initiative.
- Absolute integrity and confidentiality.

SUBORDINATES

2 x Workshop assistants

FUNCTIONAL RESPONSIBILITIES

PLANNING

(i) What is the longest (macro) period that the jobholder has to plan ahead?

One year

(ii) Typically, how long are the micro phases/time periods that the macro planning is divided into?

2 to 3 months

ADDITIONAL INFORMATION

FOR HR USE ONLY - TO BE COMPLETED BY HR

RemChannel Code

1286

Note: Any changes made to the job profile (other than the name of the incumbent, the position code and OFO code) must be approved by the HR Director or the Senior Manager: Specialist HR Services.