



RHODES UNIVERSITY
Grahamstown • 6140 • South Africa

JOB TITLE	Principal Technical Officer	GRADE	12
POSITION CODE	40000950	OFO CODE	
DIVISION	Zoology and Entomology	INCUMBENT	Vacant
SUPERVISOR/MANAGER	Manager: Admin & Technical Support	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	03 February 2023 (SR)

**MAIN JOB OBJECTIVE/
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To run the technical section of the Department in terms of managing the workshop; to ensure that the departmental furniture, research equipment, vehicles and boats are kept in good working order; to manufacture custom equipment for special purposes, in order to ensure the smooth running of all departmental teaching and research endeavours and to manage building facilities, in order to ensure that basic services (water, electricity, air, gas, etc.) are maintained.

DESCRIPTION OF KEY RESPONSIBILITY AREAS	KEY PERFORMANCE INDICATORS
TECHNICAL AND MAINTENANCE – 70%	• Overall responsibility for the manufacturing of custom-made equipment for general department and specific research purposes. • Overall responsibility for all workshop equipment (including vehicles, boats and trailers) and ensuring that accurate inventory and maintenance records are maintained. This includes motivating for new equipment if necessary. • Overall responsibility for the upkeep of the departmental building infrastructure, furniture and equipment; including repairs thereof and the ordering of parts or services required. • Responsible for getting quotes from suppliers of parts and services and passing these onto the Manager for processing.

	• Oversee deliveries of all large equipment that requires the use of a forklift or pallet jack, ensuring that safety regulations are adhered to. • Responsible for ensuring the quality and completion of work carried out by the maintenance section and outside contractors. This includes following up on outstanding requisitions. • Responsible for the issuing of keys to new staff, post graduate and post-doctoral students. Ensure that deposits are paid and refunded and that accurate records are kept. • Act as emergency contact over the December/January vacation period.
HEALTH AND SAFETY – 10%	• Ensure that all building safety equipment is properly located, installed, labelled and maintained, e.g. fire extinguishers and hoses. Monitoring and advising on safety practices and protocols in the department. Must ensure that fire drills are done. • Serving as the Departmental Building Safety Officer at interdepartmental meetings, seminars etc. • Establishing access to relevant safety data-bases. • Promoting safe practice within the department building. • Co-ordinate First-Aid and Safety training if and when necessary. • Ensure that all building accidents are properly recorded and reported to the HoD.
STAFF SUPERVISION – 20%	• Must ensure that staff complete the work that has been assigned to them. • Responsible for ensuring that the quality of the work completed by staff meets the standards required. Also responsible for ensuring that the Health and Safety standards are adhered to. • 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. • Major performance problems and issues to be reported to the Manager.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

A relevant Diploma (NQF level 6)/Degree (an NQF level 7 qualification would be preferable and an advantage) plus approximately 3 years' relevant experience where such experience includes: -

- At least 1 year's supervision experience.
- Previous experience in a workshop where welding, fitting and turning were part of the key responsibilities.
- Previous experience and or proven ability in technical design will be an advantage.
- Previous experience and/or proven ability in vehicle maintenance.
- Previous experience and/or proven ability in electronics will be an advantage.
- Previous experience in health and safety will be an advantage.
- Previous experience in woodwork.
- Must be in possession of a valid code 08 driver's license for at least a minimum of two years.

COMPETENCIES, KNOWLEDGE SKILLS AND ATTRIBUTES

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

TECHNICAL SKILLS

- Must be able to demonstrate a strong technical aptitude. This will be assessed at the selection stage.
- Awareness of potential hazards and the need for safety precautions.
- The ability to maintain vehicles.
- Code 08 driver's license.

PEOPLE AND COMMUNICATION SKILLS

- 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.
- Sound interpersonal skills, able to interact with a wide range of individuals.
- Strong customer service ethic.

ADMINISTRATIVE SKILLS

- Sound Computer literacy: able to work with a word processor, spreadsheets, use the internet and email.
- Ability to read and interpret documents to draft and layout correspondence and documentation. Must have sound administrative skills and the ability to design and develop strong administrative systems and procedures. Strong organisational skills are required as well as the ability to pay attention to detail.
- Sound analytical skills in order to solve problems and to assess accuracy of quotes and tenders.

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.
- Ability to cope with multiple demands.
- Initiative and efficiency, willingness and the ability to work unsupervised.
- Flexibility and willingness to learn and acquire new knowledge. The ability to transfer skills to junior staff is critical.

SUBORDINATES

1 – General Attendant (workshop)

FUNCTIONAL RESPONSIBILITIES

PLANNING

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

6 months

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

1 to 2 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: HR or the Senior Manager: Specialist HR Services