



an agency of the
Department of Arts and Culture

JOB DESCRIPTION

JOB DETAILS

JOB TITLE: Maritime and Underwater Cultural Heritage Officer
DEPARTMENT: Heritage Conservation Management
LOCATION: Head Office
NAME OF INCUMENTS:
APPROVED GRADE: Paterson C3

PRIMARY PURPOSE OF THE JOB: To manage and coordinate Maritime and Underwater Cultural Heritage (MUCH) resources, to assist the Head of MUCH, and to provide administrative and technical support to the MUCH unit.

KEY PERFORMANCE AREAS Note: The following list of Key Performance Areas and job activities are not exhaustive. SAHRA may instruct the employee at any time to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job, or in accordance with operational requirements.

1. Key Performance Area (KPA)

Management and Coordination of Maritime and Underwater Cultural Heritage Resources

Job Activities. Site visits (planned): Planning and logistics of site visits. Conducting site visits on land and underwater (SCUBA diving). Writing site visit reports. **Grading and Declaration:** Writing nomination (grading) dossiers. Presenting at Grading and Declaration Review Committee meetings. Writing declaration submissions. Drafting Section 27 letters. Assisting with public consultation & responses. Liaising with owners, nominators, Heritage Protection Unit, and communities. **Policy development:** Participating in MUCH policy development. Producing guidelines for MUCH management. Producing Standard Operating Procedures (SOPs) for MUCH processes. Updating existing SOPs, guidelines, and policies as needed. Participating in policy consultations by giving input to HRM policies. Conducting consultation with stakeholders as part of MUCH policy development. **Formal agreements:** Providing input to Management Plans for MUCH resources. Drafting Heritage Agreements. Drafting Memoranda of Understanding (MoUs) between SAHRA and identified institutions. Facilitating Legal vetting of formal agreements. Co-ordinating signing of formal agreements. Ensuring that formal agreements are valid and up to date or revised as necessary. **Permitting:** Checking SAHRIS for new applications twice a week and assigning them. Processing all Section 32, 34, and 35 permit applications within 60 days of compliance. Liaising with applicants and assisting them to achieve compliance. Drafting of all permit letters and permit conditions on SAHRIS. Completing case tracking for permit applications as needed. Reviewing permit reports and providing feedback. Uploading permit reports to SAHRIS. **Developments:** Checking SAHRIS for new applications twice a week and assigning them. Drafting and issuing of formal case correspondence on SAHRIS within the regulated time frames. Reviewing impact assessments. Reviewing Environmental Monitoring Programmes (EMPs). Liaising with applicants and assisting them to achieve compliance. Providing ad hoc advice to prospective applicants

2. Key Performance Area (KPA)

Maritime and Underwater Cultural Heritage Promotion and Stakeholder Management. **Job Activities. Promotion:** Updating social media with information regarding MUCH. Producing promotional material (e.g., flyers, brochures, interpretive signs, popular articles, website/online content). **Public Engagement:** Responding to all queries from members of the public. Completing the quarterly complaints register for submission to Heritage Protection unit. Giving public seminars, lectures, presentations, or talks. Responding to requests for comment and information by the Media. Giving interviews for documentaries, radio, or similar. Building capacity through student and learner development at universities and schools. Presenting MUCH-related research at academic conferences. Attendance at academic conferences. **Stakeholder Engagement:** Liaising with stakeholders. Attending stakeholder meetings. Providing specialized input to stakeholder documents that concern MUCH

3. Key Performance Area (KPA)

Maritime and Underwater Cultural Heritage Identification and Research. **Job Activities. Site Research and Verification:** Planning visits to MUCH sites as part of research. Diving on MUCH sites as part of research. Conducting visits to MUCH sites as part of research project activities to verify their location, condition, and significance. Recording MUCH sites by taking video footage, photographs, and producing site maps and sketches of site features. Producing baseline site data for the purposes of future monitoring and maintenance of MUCH resources (including 3D models). Writing reports on MUCH sites and resources. Conducting desk-based research to augment MUCH unit records on sites and resources. Seeking information on MUCH sites and resources from members of the public, private collectors, owners, museums, and other institutions and stakeholders to update unit records. Identifying avenues for research, producing project proposals (including funding proposals), and implementing project activities that support the mandate of the MUCH unit. Writing and publishing research papers on MUCH. **MUCH Database and Geographical Information System (GIS):** Updating the MUCH unit database with information gathered through research activities. Improving the quality and quantity of data in the MUCH unit GIS. Writing an annual report on all information added to the database and GIS.

4. Key Performance Area (KPA)

Maritime and Underwater Cultural Heritage Unit Operations and Records Management. **Job Activities. Procurement and Payments:** Writing terms of reference for required goods and/or services. Drafting submissions for required goods and/or services. Liaising with Supply Chain Management regarding submission process. Coordinating process of obtaining signatures on submissions. Arranging for the delivery and/or collection of procured goods. Liaising with divisional administrative assistant to arrange MUCH unit travel. Completing and submitting Payment Requisition Forms and Supplier Evaluation forms. Following up with Finance regarding payment of outstanding invoices. **Records Management:** Keeping copies of all payment requisitions and submissions. Keeping records of stakeholder meetings arranged by SAHRA (i.e. register, minutes). **Performance management:** Signing performance plan and contract with manager. Completing performance self-assessments (first, interim, and final). Attending performance management review meetings with manager. Completing/updating Personal

Development Plan. **Operational Reporting:** Creating and updating lists of assigned tasks. Providing a Portfolio of Evidence for all targets achieved.

5. Key Performance Area (KPA)

People Management. **Job Activities. Mentoring and Induction:** Induct new joiners and provide on-the-job training in MUCH unit processes. Mentor junior MUCH officers and/or interns to enable their development and growth within the role. Provide instruction to junior MUCH officers and/or interns to ensure smooth running of operations. **Oversight:** Oversee work of junior MUCH officer and/or intern and provide input and assistance when required. Ensure that work of junior MUCH officer and/or intern is compliant with MUCH unit standards of practice.

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: At least an Honours degree in Maritime Archaeology (Masters advantageous)

Minimum of 2 years' work experience in Maritime and Underwater Cultural Heritage Resources Management

Experience and knowledge of South African public sector procurement. Experience processing research permit applications. Experience in using GIS software. Department of Labour Class IV commercial diving license. Minimum of 40 logged commercial SCUBA dives. **Other skills required:** Project Management. Heritage Conservation Management. Heritage Legislation. Database Management. Team Management. In-date SAMSA-recognized certificate of medical fitness to undertake SCUBA diving from a recognized Diving Medical Practitioner. Category C Skippers ticket or preparing to obtain such a ticket within the next 12 months (advantageous). Public speaking (advantageous). First Aid (advantageous). **LANGUAGE**

SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public. **NUMERICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. **REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. **PROFESSIONAL REGISTRATIONS: LICENCES:** A valid Driver's license. **COMPUTER SKILL:** Computer literacy with regards to the use of Excel, Word, and PowerPoint, as well as a GIS package such as ArcGIS or QGIS. **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **While performing the duties of this Job, the employee is:** Often required to walk over long distances and tough terrain. Regularly required to sit. Reach with hands and arms. Often to talk and hear. Lifting weight of up to 25kg. Required to swim and dive.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception. **WORK**

ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.