



## Job Profile Director: Scifest Africa

			NAME
<b>JOB TITLE</b>	Scifest Africa Director (Full-time permanent position)	<b>INCUMBENT</b>	Starting date 1 October 2010
<b>DEPARTMENT/SECTION</b>	Scifest Africa	<b>SUPERVISOR/MANAGER</b>	Executive Director (ED)
<b>JOB TYPE</b>	Project Director	<b>DIVISION HEAD</b>	Executive Director

### MAIN JOB OBJECTIVE/S

The Grahamstown Foundation is a Section 21 non-profit Public Benefit Organisation that runs projects contributing to education, science and arts development, and provides opportunities for participants to actively engage in broad educational experiences. The Foundation also maintains and administers the 1820 Settlers National Monument.

**Scifest Africa**, South Africa's National Science Festival, founded in 1997 as a project of the Grahamstown Foundation, showcases applicable and topical science through activities in Scifest Africa's regional and national programmes. Science is communicated in dynamic and accessible ways to highlight its impact on all aspects of our lives. The activities of Scifest Africa include, but are not limited to, the national science festival, regional science festivals, national science week and various outreach initiatives.

The main objective of **Scifest Africa** is to showcase top South African research and provide a national platform for effective communication between topical national and international scientists and the general public, thereby facilitating and promoting public engagement and awareness of science. In support of this vision Scifest Africa delivers high quality, relevant, interactive and educational experiences to learners, teachers and the general public. The key success factors will be to:

1. **Develop and implement sustainable** programmes promoting science, technology, engineering, and mathematics (STEM).
2. **Pursue, establish and maintain sustainable sources of project funding** sufficient for project implementation.
3. **Grow positive and supportive stakeholder relationships** amongst funding, science and education communities.
4. **Conceptualise clear and practical programmes** resulting in evidence of development in science/community relationships.
5. **Foster broad, sustainable participation and support from the general public**, learners and teachers.
6. **Evaluate and report** including regular verbal updates and written reports to the Executive Director, Council, Advisory Board and partners, and detailed reporting to funders conforming strictly to the necessary requirements and deadlines.
7. **Strengthen the financial aspects of the project** through shrewd budget preparation, planning, control and management.
8. **Motivate and manage the performance of a highly effective Scifest Africa team**, comprising a small permanent staff and a large temporary staff during events and festivals.
9. **Effectively promote Scifest Africa** through marketing, communication and publicity strategies.
10. **Represent the aims and mission of Scifest Africa** as a project of the Grahamstown Foundation in local and national forums.
11. **Other responsibilities** as required from time to time as the requested by the Executive Director.

Responsibilities are diverse, involving liaison with a range of stakeholders external to and within the Foundation and at a local, provincial, national and international level.

The incumbent will work closely with the Executive Director and liaise with project heads, internal staff and external stakeholders to ensure smooth operation and to achieve the objectives of the Grahamstown

Foundation, Scifest Africa, and project partners while implementing and managing the day-to-day functions of a busy project office, conceptualising programmes and implementing themes set by the advisory committee, and meeting budgetary and reporting requirements.

This position requires sound value judgement on the part of the incumbent, and reports to the Executive Director. In addition to the detailed outline below the incumbent should be flexible and responsive to the demands of the project to ensure its success.

<b>DESCRIPTION OF KEY RESPONSIBILITY AREAS</b>	<b>STANDARD EXPECTED</b>
<p><b>1. Develop and implement sustainable programmes promoting science, technology, engineering, and mathematics (STEM).</b></p> <ul style="list-style-type: none"> <li>• Understand the role of the Grahamstown Foundation in terms of its objectives to enrich the educational and cultural life of the people of South Africa that all might have life and have it more abundantly;</li> <li>• Provide project direction linking the role of the Foundation and the advice of Council and the relevant advisory committees;</li> <li>• Source, leverage and create opportunities for science communication and the promotion of the public understanding of science;</li> <li>• Be broadly aware and appreciate the role of leading edge technologies, current science related issues and the social implications of scientific discovery;</li> <li>• Facilitate ongoing interaction and engagement between experts and the broader public around science;</li> <li>• Drive an ongoing consultative leadership role directing Scifest Africa, setting and meeting targets in line with agreed goals and objectives;</li> <li>• Seek out and pursue areas of collaboration that meet the project's goals and objectives;</li> <li>• Develop and maintain relationships with other science festivals and public science facilities, relevant government departments and research organisations.</li> </ul>	<p>Proactive approach to the vision and goals of the Grahamstown Foundation.</p> <p>Successful implementation of current activities with a view to maintaining ongoing excellence, improving delivery, developing diversity in programming and participation, and introduction of fresh and engaging concepts around the public understanding of science.</p> <p>Interactions must work towards building positive functional relationships with all stakeholders and contributing positively to the reputation of the Grahamstown Foundation, Scifest Africa and its associates, and realising the vision of Scifest Africa, and the broader role of the Grahamstown Foundation.</p> <p>Publicly showing the demonstrable links between Scifest Africa and the Grahamstown Foundation.</p>
<p><b>2. Pursue, establish and maintain sustainable sources of project funding sufficient for project implementation.</b></p> <ul style="list-style-type: none"> <li>• Set strategies, targets and deadlines and work to meet them to ensure a sustainable source of funds for the project;</li> <li>• Proactively engage with current funders to seek ways in which their funding objectives can be aligned with the goals and objectives of Scifest Africa;</li> <li>• Research and pursue opportunities to submit proposals for future funding;</li> <li>• Foster funding relationships that will provide new opportunities for ongoing exposure for funders further leveraging funder profiles beyond the main event;</li> <li>• Continually seek out new funding partnerships in line with current and evolving strategies;</li> <li>• Continually seek, introduce and manage sources of self generated funds for the project to build reserves.</li> </ul>	<p>Project obtains sufficient funds to ensure growth and deliver levels of excellence and impact to the extent currently enjoyed by the project.</p> <p>Maintenance of financial sustainability and legitimacy.</p> <p>New relationships are developed and fresh sources of funding emerge.</p> <p>Fresh and innovative approaches to leveraging project funds to benefit both funders and the project.</p> <p>There are sufficient cash reserves for long term project independence and sustainability.</p>
<p><b>3. Grow positive and supportive stakeholder relationships amongst funding, science and education communities.</b></p> <ul style="list-style-type: none"> <li>• Research and remain abreast of funding policies and</li> </ul>	<p>Evidence of regular engagement with stakeholders/partners.</p>

<p>practices in the science and technology and science education environment;</p> <ul style="list-style-type: none"> <li>• Foster positive and productive relationships between the Foundation and funders with a view to strengthening Scifest Africa's funding base.</li> <li>• Seek out ways in which Scifest Africa might add value to existing and new funders;</li> <li>• Maintain regular contact and build relationships with existing and emerging funders and sponsor partners.</li> </ul>	<p>Proactive engagement with current sponsors/funders/partners to ensure ongoing positive, sustainable win-win relationships.</p>
<p><b>4. Conceptualise clear and practical programmes resulting in evidence of development in science/community communication and relationships.</b></p> <ul style="list-style-type: none"> <li>• Research themes and areas of scientific value to be able to implement exciting, relevant, legitimate and forward thinking programmes;</li> <li>• Aggregate input from Council and advisory committees along with input from key stakeholders to forward the aims of Scifest Africa;</li> <li>• Conceptualise programmes that meet the aims of the project while engaging with a diverse the public;</li> <li>• Create and monitor annual schedules and deadlines to meet the projects aims and objectives.</li> </ul>	<p>Demonstrate a personal curiosity about STEM.</p> <p>Insight into and knowledge of relevant and current science projects and programmes that will feed effectively into Scifest Africa's goals and objectives.</p> <p>A hands-on approach to project conceptualisation and implementation. Evidence of consistent, smooth implementation.</p> <p>Evidence of new and up to date knowledge of science issues.</p> <p>Scifest Africa staff and stakeholders are continuously made aware of new research and initiatives in science communication that could be showcased.</p> <p>Networking between public science institutions and bodies is facilitated to gain a deeper understanding of challenges, issues and priorities.</p>
<p><b>5. Foster broad, sustainable participation and support from the general public, learners and teachers.</b></p> <ul style="list-style-type: none"> <li>• Leverage current relationships to positively build the Scifest Africa brand amongst stakeholders;</li> <li>• Leverage media and publicity opportunities to build further awareness and excitement around the project to new markets of stakeholders and participants;</li> <li>• Seek out opportunities to engage with the public around aspects of Scifest Africa demonstrating relevance of the project to the lives of participants.</li> </ul>	<p>Quality public understanding of science experiences are offered for participants.</p> <p>A strong focus on public accessibility to the programme content.</p> <p>Verifiable positive feedback from a wide range of participants and stakeholders.</p> <p>Sustained and increased growth in project participation at local, regional and national levels.</p>
<p><b>6. Evaluate and report including regular verbal updates and written reports to the Executive Director, Council, Advisory Board and partners, and detailed reporting to funders conforming strictly to the necessary requirements and deadlines.</b></p> <ul style="list-style-type: none"> <li>• Ascertain the evaluation and reporting requirements of the various stakeholders and formulate implementation strategies to meet these demands;</li> <li>• Understand the public understanding of science environment in which the projects functions;</li> <li>• Benchmark the impact of Scifest Africa's projects against current national trends;</li> <li>• Readiness to meet the demands for information and</li> </ul>	<p>Regular reporting as per Grahamstown Foundation's requirements.</p> <p>Clear and regular updates in the form of newsletters to stakeholders.</p> <p>Strict adherence to funding reporting procedures.</p> <p>Up to date records of project information, accounts and statistics.</p>

<p>statistics that are demanded of a project office.</p> <p><b>7. Strengthen the financial aspects of the project through shrewd budget preparation, planning, control and management.</b></p> <ul style="list-style-type: none"> <li>• Attention to budget detail ensuring best use of funds;</li> <li>• Adhere to financial management instructions given by the Executive Director and Finance Manager and the financial policies of the Foundation;</li> <li>• Research and have a grasp of reasonable costs of all project line items;</li> <li>• Prepare viable budgets taking into account overhead costs (e.g. project staff, finance, office rental and running costs), and direct project implementation (e.g. participants travel), expenses;</li> <li>• Leverage economy of scale opportunities to ensure best value for money.</li> <li>• Ensure budget goals meet practically with implementation requirements;</li> <li>• Conform to all legal formalities necessary to expend and report on donor funds and in line with Foundation section 21 company status and policy;</li> <li>• Practice a policy of seeking best value for money while building sound relationships with service providers;</li> <li>• Make use of local service providers as far is practically possible;</li> <li>• Ensure that surpluses arising from self generated income are built to strengthen long term project viability.</li> </ul>	<p>Strictly conform to all Foundation internal and external financial controls.</p> <p>Shop around to get value for money.</p> <p>Conservative use of funds as a first measure with strong motivation provided, and prior approval sought, for use of funds outside agreed targets.</p> <p>Sustainable budgeting spreading the overhead costs equitably across all budgets to ensure best use of economy of scale while ensuring a continual source of funds at all times for ongoing planning.</p> <p>Budget planning with sufficient funds to deliver on agreed goals.</p> <p>Self generated income contributes towards cash reserves to ensure long term project independence and sustainability.</p>
<p><b>8. Motivate and manage the performance of a highly effective Scifest Africa team, comprising a small permanent staff and a large temporary staff during events and festivals.</b></p> <ul style="list-style-type: none"> <li>• Establish a culture of commitment to focussed, highly productive project implementation within the department;</li> <li>• Exercise leadership evidenced by personal example and driven by a strong sense of stewardship;</li> <li>• Set an example of commitment to a high work ethic amongst staff;</li> <li>• Demonstrate passion for the growth and development of Scifest Africa;</li> <li>• Exercise strict, uncompromising fiduciary control over project funds led by example;</li> <li>• Effectively manage time and productivity within the project while demonstrating passion for the success of Scifest Africa;</li> <li>• Set goals, schedules and deadlines;</li> <li>• Clarify responsibilities around goals, schedules and deadlines for each staff member to ensure the smooth implementation of projects and events;</li> <li>• Demonstrate excellence, attention to detail and effective use of time to implement a full year of ongoing activities to engage the public around science;</li> <li>• Undertake correctional action when necessary to positively adjust the impact of the project;</li> <li>• Maintain discipline within the department motivating staff to support and appreciate the work of others creating an environment that is positive, supportive and cooperative between staff in the interests of the project.</li> </ul>	<p>Team holds the long term sustainability of the project as a priority and is led by example.</p> <p>Motivated and hard working team that takes pride in delivering excellence at all times.</p> <p>Team is continually seeking ways to develop the public understanding of science.</p> <p>Team works together to source new funding streams; deliver on objectives; and grow the project.</p> <p>Team is supportive and loyal to the goals of the Foundation and its projects.</p> <p>Close and careful attention to detail in the administration of all aspects of projects.</p> <p>High levels of productivity to meet and amplify the goals of the project.</p> <p>A team commitment to excellence demonstrated by attention to detail; response time; engagement with the public; and follow up procedures.</p> <p>Effective time management of personal</p>

	<p>time and the time of staff.</p> <p>Display a high level of competence in approach to tasks and a sound and consistent management style.</p> <p>Exercise a high degree of emotional intelligence and the ability to be calm and proactive when under pressure.</p> <p>Carry out regular performance management and appraisal of staff.</p> <p>Corrective action is applied in the case of staff who are not contributing positively to the goals of the project.</p> <p>Team is loyal and supportive of each other at all times.</p>
<p><b>9. Effectively promote Scifest Africa through marketing, communication and publicity strategies.</b></p> <ul style="list-style-type: none"> <li>• Oversee media management of the project;</li> <li>• Devise media campaigns setting a trend of regular updates, public engagement and excitement around STEM;</li> <li>• Provide news angles and ideas to internal and external media;</li> <li>• Identify appropriate media to target to promote Scifest Africa and its programmes;</li> <li>• Develop strategies to enhance the broad educational impact of Scifest Africa;</li> <li>• Prepare motivations/applications for relevant awards.</li> </ul>	<p>Effective media campaigns promote and publicise the project on an ongoing basis.</p> <p>Articles are accurate and informative.</p> <p>Scifest Africa is presented as a highly effective vehicle for the public understanding of science.</p> <p>The public is informed, curiosity is engaged and people are excited about science.</p>
<p><b>10. Represent the aims and mission of Scifest Africa as a project of the Grahamstown Foundation in local and national forums.</b></p> <ul style="list-style-type: none"> <li>• Act as spokesperson for Scifest Africa programmes;</li> <li>• Accept invitations to promote the project in public forums;</li> <li>• Seek out and capitalise on opportunities to promote the project to the public;</li> <li>• Present appropriately pitched talks and presentations to the public;</li> <li>• Appropriately represent the Grahamstown Foundation and the project at every opportunity.</li> </ul>	<p>Scifest Africa is presented as a project of the Grahamstown Foundation in all internal and external environments.</p> <p>Willing to speak in all public environments seeking out opportunities to do so.</p> <p>Quality presentations delivered professionally and eloquently.</p> <p>Presentations are accurate, engaging and informative.</p> <p>Balancing a “friendly face of science” while engaging around science issues at an intellectual level.</p>
<p><b>11. Other responsibilities</b></p> <p>Any other area of responsibility as delegated by the Executive Director (ED) from time to time and may include deputising for the ED when required.</p>	<p>A flexible, responsible and loyal approach to the well being of the Foundation and its projects.</p>

## JOB REQUIREMENTS

### Education and Experience

1. A Bachelors degree, preferably post graduate, from a reputable institution, in a field relevant to the project and the work of the Foundation.
2. A demonstrable passion for, and curiosity about science and technology with the ability to engage in debates around the public understanding of science, technology, engineering, and mathematics (STEM).
3. 10 years of relevant experience in a scientific field, with at least 4 years leading and managing a self-funded project of substantial complexity and national reach.
4. A solid and consistent track record in grant proposal and report writing, and successful experience in liaising and interacting with funders.
5. A thorough understanding of the operations of the NPO sector.
6. Demonstrable experience in marketing, media and events management.
7. Substantial experience in budgeting and controlling operational costs with evidence of some complexity.
8. An understanding of the South African education context and challenges.

### Competencies, skills and attributes

- The job incumbent is expected to have a sound knowledge of the science communication landscape and a natural curiosity around science and demonstrate the following competencies:

#### **Technical competencies**

- An excellent command of spoken and written English. The ability to communicate in other official languages will be an advantage.
- Sound numerical ability
- Sound computer literacy
- Sound research skills
- Good facilitation and presentation skills
- Ability to fund raise
- Financial management skills, including budget development and control
- Full set of computer skills including complete competence in operating software, word processing, spreadsheets, presentations and basic layout and design skills and web design, as well as internet and email usage.

#### **Managerial and leadership competencies**

- Ability to think strategically and creatively
- Problem-solving skills: logical and analytical
- People management skills with a collaborative approach
- Decision-making skills, able to be objective, flexible but decisive
- Extremely professional with high personal standards, able to produce work of a superior quality
- Ability to work under pressure and exercise sensible solutions based decisions while juggling multiple demands

#### **People competencies**

- Assertive and diplomatic
- Excellent interpersonal skills with an ability to relate to staff and stakeholders at different occupational levels as well as from different cultures and backgrounds
- Ability to work independently and as a team member
- High level of self awareness, is committed to own development alongside the development of the project
- Networking skills, able to persuade and convince others
- Personal credibility, able to instil confidence in others
- Ability to motivate a team under pressure

#### **Administrative skills**

- Functional knowledge of contract writing and managing institutional risk
- Good organisational and planning skills
- Problem-solving and time-management skills
- Attention to detail
- Good presentation and public speaking skills
- Able to develop and drive the implementation of logical and effective administrative systems and processes

#### **Management / Supervisory Duties**

Manage, control and lead several permanent staff members in addition to part-time staff members. During the main festival period up to 230 temporary staff (Scifriends and technical staff) form part of the Scifest team.

# Grahamstown Foundation Charter

## *To enrich the educational and cultural life of the people of South Africa*

### **Commemoration**

The Foundation commemorates the contribution of the English-speaking settlers to South Africa by

- facilitating public debate and open discussion
- promoting and sharing the English language and the English heritage in South Africa
- maintaining the 1820 Settlers National Monument into perpetuity as a living monument devoted to the spiritual and material well-being of all people of South Africa

### **The English Language**

The Foundation aims to

- enrich the study of English
- promote its use as a vehicle of communication
- improve the quality of English teaching

### **The Arts**

The Foundation supports artistic endeavour by

- providing facilities for performers
- encouraging participation in the performing and visual arts
- promoting South African art, culture and literature

### **The Sciences**

The Foundation promotes a culture of science in South Africa by

- providing scientists with opportunities to make science accessible to all
- showing that science, engineering and technology permeate business and everyday life
- educating about the diverse disciplines of science

### **Education**

The Foundation works towards the expansion of opportunities in education

- within formal and informal sectors in the teaching environment

### **Conferences**

The Foundation believes in free and open debate and discussion, and to this end

- facilitates conferences and seminars on matters of national concern
- provides venues where other organisations may confer

**The Foundation's intention is expressed in the words around the fountain in the memorial  
foyer of the Monument:**

***That all might have life and have it more abundantly***