



Gobabeb Training and Research Centre
P.O.Box 953, Walvis Bay, Namibia
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Research and Information Technology Support Services (RITS)

Areas of Responsibility

RITS fellows will be responsible for achieving results in the following four areas: IT, research, internships, and general station support.

I. IT

The Grinnell RITS fellow will be the main provider of IT support on the station and will work closely with the site manager, in collaboration with the research manager and other colleagues on IT matters:

- Keep centre's computer and IT infrastructure in working order: RITS fellows will be responsible for maintaining computers at Gobabeb, as well as ensuring that the network functions as it should. This will include both hardware and software maintenance to a reasonable degree, and will require that fellows gain some familiarity with Linux, the server's operating system. Most training can be acquired on the job. The fellows will assist with sourcing and purchasing new computer equipment as it is needed. The fellow will also be responsible for building computer literacy at the station.
- RITS fellows are responsible for keeping the Centre's website working and up-to-date, with new items (pictures, news) added at least monthly.

II. Research

Depending on a fellow's interests and background, as well as the needs of researchers on the station, assisting with data collection and analysis can form a large part of the fellow's job. RITS fellows may be asked to accompany researchers to their study sites. Some projects may require the RITS fellow to be a technician in the field, collect data in the researchers' absence, and address small technical & administrative problems on-site. Research may occur in a diverse range of fields possibly including (but not limited to): long-term ecological monitoring, hydrology, atmospheric chemistry, weather, appropriate technology, sustainable agriculture, and ecological restoration. The RITS fellow will also supervise interns throughout the year who are working on projects related to the RITS' research responsibilities.

Research responsibilities include:

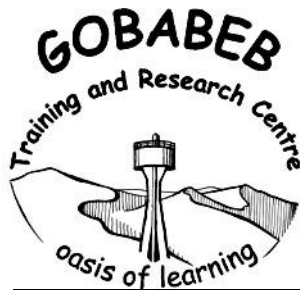
- Collect and manage data obtained from dendrometers on trees near Gobabeb, or delegate responsibility.
- Manage, or delegate responsibility for, energy/AT data, including manual energy reading data, Energy Room data and temperature monitoring data.

III. Internships

The RITS fellow will be responsible for the coordination of the internship program at Gobabeb in consultation with the TAOS fellow, Research Manager and Executive Director. Responsibilities include finding opportunities for interns at the station, recruiting and communicating with talented interns and ensuring intern positions are rewarding for Gobabeb and interns.

Additionally, the RITS fellow will, in conjunction with the TOAS fellow, coordinate the annual GTRIP course. GTRIP is a long-term training program for Namibian students designed to empower young adults and build their capacity for sustainable management of Namibia's natural resources. The program runs from January to June, and involves 3-5 interns. Some are in-service training students from the Polytechnic of Namibia (PoN) and others are recent graduates of either the PoN or the University of Namibia (UNAM). Interns often have focused their studies in fields such as Land Management, Agriculture, Nature Conservation, Geography, and Biology.

The RITS & TAOS fellows are key to the proper running of the program, and are the main coordinators responsible for all interns, lesson plans, lectures, and semester structure throughout the course of the year. This will require working with lecturers at the Polytechnic, outside scientists, and other Gobabeb staff.



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- Satisfy Gobabeb and Polytechnic of Namibia expectations: Fellows are responsible for ensuring that in any given session, the GTRIP program continues in a smooth fashion, and that participants and stakeholders feel that GTRIP is improving students skills in a number of areas: writing, presentation, research planning, data analysis, statistics, GIS, and others.
- During the GTRIP-off-season (July to December), fellows will assist with finalizing publishable manuscripts from the previous GTRIP course, and they will plan for the next session, meeting with lecturers from the appropriate department, soliciting and selecting participants in a competitive process. Fellows also should use this time to develop course teaching materials.

IV. General Support

Gobabeb operates like a family, and all staff are expected to support the station in multiple and often unexpected ways. This can range from the writing of promotional materials to assisting with training group to helping train researchers in GIS and differential GPS use. The fellow is also responsible for easing their successors' transitions into life and work at Gobabeb with an in-depth hand-over.

The RITS fellow will also perform other tasks not listed in this Job Description that are reasonably consistent with his/her position at the Gobabeb Training and Research Centre as required by the Executive Director or designate.

Accountability

The RITS will be primarily associated with Gobabeb's Research Section, with the RITS fellow responsible to the Executive Director. Additionally, the fellow will work closely with the Training Section on coordination of the GTRIP course and assistance with training groups as necessary.

Guiding Policies

The current Gobabeb Conditions of Service and Policy Framework applies to the RITS position; these policies will be periodically updated.

Agreed:

RITS Fellow Signature/Date

Executive Director Signature/Date