Title: South African BIOTA Liaison Officer

Regional focus and limits:
The project will be focused primarily within South Africa with liaison functions within Southern Africa and with our German Partners.

Contribution to five overarching themes of BIOTA
By providing a formal channel for communication between project partners, the Liaison Officer facilitates activities aimed at integrating the project activities. The Liaison Officer will also be responsible for translating scientific outputs into more accessible formats for publicity purposes.

Proposed co-operating partners
All South African project participants and specifically the SABIOTA Steering Committee will work closely with the Liaison Officer. The Liaison Officer will also work closely with the Namibian steering committee and German project management, as well as deal with individual requests from German and other project participants.

Key questions
Not relevant

Key activities
This project will maintain the position and office of the South African Liaison Officer in order to fulfil goals of expediting the management of BIOTA in South Africa and promoting the BIOTA project to ensure its visibility in relevant fora.

Specific tasks will include the following:
- Facilitate the administration of the South African BIOTA project leaders
- Manage the meetings of South African BIOTA Steering Committee (SABSC);
- Facilitate and manage data flow according to BIOTA contracts;
- Organise events e.g. Workshops and annual meetings;
- Liaise regularly with the German BIOTA management team;
- Process documentation from BIOTA/BMBF and inform the research community of the most important aspects of such documentation;
- Link BIOTA with national and regional research programmes (e.g. South African Environmental Observatory Network (SAEON), Succulent Karoo Ecosystem Planning process (SKEP) and other stakeholders (e.g. NRF) or policy initiatives (e.g. the National Biodiversity Strategy and Action Plan)
- Market BIOTA through liaison with southern African Institutions including national, provincial and local government, academic institutions, NGOs and CBOs about the role and function of BIOTA;
• Understand permitting obligations for biological samples and help researchers through the process;
• Collate and provide information relating to the South African Biota observatories
• Coordinate establishment of web site and facilitate web site updates;
• Assist and act as a contact point for foreign students working in South Africa.

The Liaison Officer will be expected to report to the chair of the South African Biota Steering Committee on a frequent basis as well as to provide reports on progress and actions at regular steering committees of the SABSC.