

# South African National Biodiversity Institute

## Call for registration on Research Assistants Database

January - December 2013

SANBI manages a database of people who are interested in periodically working as research assistants to our scientists and post graduate students.

We invite interested individuals who will be available from January - December 2013 to register on our database. Formal qualifications are a prerequisite, however some experience and in the case of fieldwork, enthusiasm for working outdoors, are important considerations. Applicants must be South African citizens or have a valid South African work permit.

This is an opportunity to gain practical research experience of South Africa's rich biodiversity, and to work with established scientists.

Compensation will be determined by the level of responsibility, qualification and relevant experience. The rates will be determined by the guidelines of the Department of Public Service and Administration (DPSA) (rates range between R22.22 and R84.35 per hour – 8 hours per day maximum).

Please complete the attached cover sheet and application form and along with the requested documentation forward to: [researchassistants@sanbi.org.za](mailto:researchassistants@sanbi.org.za) with the **Subject: Research Assistant application** or fax to 021 762 3229. Postal applications may be addressed to the **Assistant Director: Human Resources, South African National Biodiversity Institute, Private Bag X7, Claremont, 7735.**

***Please note that registration on the database will be required annually. If your details need to be updated please resubmit an updated application form. Current names on the database will be discarded unless a renewed application is submitted.***

For enquiries please contact Zena Appollis on 021 799 8878/8800 or visit [www.sanbi.org](http://www.sanbi.org)

**Closing date: 31 January 2013**

## Research Assistants Application Cover Sheet

Please note: Incomplete application forms and documents will not be considered

**TO BE SUBMITTED BY: 31 January 2013**

<b>PERSONAL INFORMATION:</b>			
Title and first names:			
Surname:			
Preferred name:			
ID number:		Are you a South African citizen?	
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Race:	African <input type="checkbox"/>	Coloured <input type="checkbox"/>	Indian <input type="checkbox"/> White <input type="checkbox"/>
Driver's license:	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Current postal address:			
Telephone number:			
Mobile number:			
E-mail address:			
<b>APPLICATION DOCUMENTS:</b>			

- Brief CV (no more than 2 pages)
- Certified copy of academic record
- Certified copy of highest qualification
- Certified copy of ID
- Certified copy of driver's licence
- Letter of reference

**Please submit these documents in electronic format with this application form and name them clearly. Submit application to [researchassistants@sanbi.org.za](mailto:researchassistants@sanbi.org.za)**

**Research Assistant Application Form**

For registration January - December 2013

(to be completed in conjunction with the advert for registration on the Research Assistant's Database)

**WHERE ARE YOU BASED? (Town and province)**

**WHAT ARE YOU CURRENTLY DOING?**

**YOUR AVAILABILITY (please give us some idea of when you might be available- university vacations, etc)**

**QUALIFICATION**

Highest Qualification	Secondary / Tertiary institution	Year	Subjects

**FIELDWORK EXPERIENCE - List any fieldwork, experience which you may have had during your studies or elsewhere**

Project/ Purpose	Skills/ field/lab techniques used	Area	Duration	Researcher you worked with

**SKILLS - List any skills (eg laboratory techniques, datacapturing, use of specialised softwares) experience which you may have had during your studies or elsewhere**

Project/ Purpose	Skills/ lab techniques used	Area	Duration	Researcher you worked with

**REFEREES/RESEARCHERS YOU HAVE WORKED WITH**

Name	Organisation/Institution	Telephone no.	Email address
1.			
2.			