



The KwaZulu-Natal Museum is one of the largest and leading heritage institutions in the country. It is dedicated to serving the people of South Africa by interpreting, collecting and exhibiting material evidence of the cultural and natural world, in order to increase knowledge, understanding and appreciation of our nation's rich heritage. In order to properly drive its strategic objectives, the KwaZulu-Natal Museum invites applicants for the following positions:

RESEARCH TECHNICIAN: NATURAL SCIENCES

1 Post: Pinned Insects

(NB: This is a re-advertisement. Former applicants need not apply)

1 Post: Wet Collections

Please indicate whether applying for one or both of the positions

SALARY: Negotiable at level 6 & 7 of Public Service Employees

The KwaZulu-Natal Museum Research Technicians safeguard, curate & manage relevant collections, a priceless national asset, & facilitate use of & access to those same collections.

Responsibilities: Monitoring of well-being of corresponding collections (arthropods, amphibians, reptiles etc.) • processing & sorting new acquisitions & material collected during field research • ensuring that collection storage is based on established classification • integration of new acquisitions & returned loans into the main collection • providing logistical & technical support to KwaZulu-Natal Museum researchers & visiting scientists; assisting scientists with field research • maintaining a Specify database of the collection & ensuring that all new acquisitions are digitised before integration into collections; maintaining an electronic database of all material loaned from the collection • responding to requests for loan of material for scientific study; liaison with research staff regarding material to be loaned; completing all relevant loan paperwork & packaging material for posting • providing external & internal clients with authoritative information within the area of expertise • assisting with the production of African Invertebrates, one of scholarly journals published by the KwaZulu-Natal Museum, and with outreach initiatives.

Requirements: Ideally, a Bachelors degree in Zoology/Entomology coupled with relevant experience, although a Matric certificate coupled with extensive relevant experience in natural science collections will be considered as minimum requirement • the position requires: a good working knowledge of collections management procedures & protocols, together with some discipline-related knowledge of the relevant research field; understanding the role of museum research; ability to handle minute/brittle specimens; ability to work independently and to accept a high level of responsibility • sound familiarity with word processing & databasing software such as MS Word, Access, Excel, and Specify is essential • good writing and communication skills • valid drivers licence.

RESEARCH TECHNICIAN: HUMAN SCIENCES

(NB: This is a re-advertisement. Former applicants need not apply)

SALARY: Negotiable at level 6 & 7 of Public Service Employees

The KwaZulu-Natal Museum Research Technicians safeguard, curate and manage relevant collections, a priceless national asset and facilitate use of and access to those same collections.

Responsibilities: On-going monitoring of general well-being of relevant collections • processing and sorting of new acquisitions and material collected during field research • ensuring that collection storage is based on established classification • integration of new acquisitions and returned loans into the main collection • providing logistical and technical support to KwaZulu-Natal Museum researchers and visiting scientists; undertaking scientific illustration for research projects and assisting scientists with field research, in the preparation of manuscripts, in the production of KwaZulu-Natal Museum journals and in outreach initiatives • maintaining an electronic database of the collection and ensuring that all new acquisitions are digitized before integration into collection; maintaining an electronic database of all material loaned from the collection • responding to requests for loan of material for scientific study; liaison with research staff regarding material to be loaned; completing all relevant loan paperwork & packaging material for posting • providing external and internal clients with authoritative information within the area of expertise • participation in institutional and outreach programmes.

Requirements: Ideally, a Bachelors degree in relevant field • although a Matric certificate coupled with extensive experience will be considered as minimum requirement • the position requires good working knowledge of the relevant research field • an understanding of the role of museum research • sound familiarity with word processing, databasing and graphics software such as MS Word, Access, Excel and Adobe Photoshop is essential • expertise in graphics, scientific illustration (mostly pen & ink drawings) & plate preparation is an advantage • good writing and communication skills • valid drivers' licence.

DATA-CAPTURE TECHNICIAN: NATURAL SCIENCES (FIXED 12-MONTH CONTRACT)

Salary: Fixed for 12 months at R6000 per month

Responsibilities: Take photos of collection's specimens and their associated label data • databasing vast amounts of insect specimen data from the museum collection into Specify 6 format • digitization of newly acquired specimens' data before integration into collections • pinning of labels onto insect specimens • perform random evaluations of specimen locality data • assist with day-to-day curation of entomological collections.

Requirements: A Bachelor's degree in Zoology/Entomology will be considered as minimum requirement, ideally coupled with relevant experience • ability to do labour-intensive, dextrous entomological work (i.e. pinning) • the position requires a good working knowledge of Microsoft Access and Microsoft Excel • knowledge of Specify 6, SQL and XML, experience in macrophotography and photomicrography, and basic knowledge of Adobe Photoshop would be an added advantage • attention to detail and the ability to work independently under tight deadlines is a must • good writing and communication skills.

Applications should be either posted or hand delivered to: **The Deputy Director: KwaZulu-Natal Museum, 237 Jabu Ndlovu Street or Private Bag 9070, 3200. The closing date for the submission of all applications is 22 March 2013 at 12:00pm.** No late applications will be accepted. Please send a covering letter stating the position you are applying for, a detailed cv with a list of references and certified copies of your identity document, drivers license and all qualifications. Further enquiries regarding these positions may be directed to the HR Officer: Mr Lungani Ntombela at 033-341 0520. The KwaZulu-Natal Museum will enter into correspondence with short-listed candidates only. If you have not heard from us by 12 April 2013 please consider your application to have been unsuccessful. It is the responsibility of each candidate who has been invited to the interview to avail themselves. The Museum will consider failure to attend the interview on the given interview date as lack of interest in the position. No faxed or e-mailed applications will be accepted.

The KwaZulu-Natal Museum is an equal opportunity affirmative action employer, whose aim is to promote representativity in all levels of occupational categories in the institution.

PLEASE NOTE: The KwaZulu-Natal Museum reserves the right not to make any appointment.