



Data Management Specialist

Biodiversity Information Management Directorate

(Salary level 9) (Contract position – 3 Years)

Kirstenbosch Research Centre

Kirstenbosch National Botanical Garden – Newlands

SANBI requires a motivated individual with proven ability to focus on the collection, structure/format, coding, review, entry, validation, edition and reporting of large biodiversity datasets. The incumbent will collaborate with data partners, programmers and database administrators to meet the specifications of the data management plan.

The successful candidate requires a degree in Natural Science or Computer Science, or other relevant qualification, enhanced by at least 3 – 5 years' working experience in analysis and remediation of data, as well as developing methods and procedures for complex business rules. The incumbent must demonstrate exceptional proficiency in MS Excel, MS Access and database applications. It will be an advantage if the candidate is in possession of a valid (unendorsed) Code B drivers' license with one year's practical driving experience.

The appointee will be responsible for:

- Reviewing, analysing and validating biodiversity data to ensure consistency, integrity and accuracy based on project specific guidelines;
- Providing support to data partners and create procedures to identify and mitigate potential data problems;
- Reviewing and enhancing data management processes through innovative ideas;
- Providing mentorship and support as required.

SANBI offers an all inclusive annual salary package of R345 437.28

Please Note: 1) An application form (obtainable from our Offices or SANBI website www.sanbi.org) must accompany the CV together with a letter motivating why the applicant should be favourably considered for the position and confirming that the minimum qualifications are met (applicants lacking evidence of relevant experience will not be considered). 2) A competency test may be conducted as part of the selection process. 3) Applicants must also provide the full names, addresses and telephone numbers and if possible e-mail addresses of at least three referees. 4) Failure to submit the requested information may result in your application not being considered.

Persons with disabilities are encouraged to apply. SANBI reserves the right not to fill this position.

All applications will be considered with the understanding that, in terms of the SANBI Employment Equity Plan, preference will currently be given to candidates from the designated groups.

Contact Ms Glynnis Webb on 021 799 8635/8800 or, preferably, forward the completed application form (available from recruitmentct@sanbi.org.za) a motivational letter, certified qualifications and concise CV via e-mail to recruitmentct@sanbi.org.za or fax 021 762 3229. Postal applications are to be addressed to the Assistant Director: Human Resources, South African National Biodiversity Institute, Private Bag X7, Claremont, 7735.

Closing Date: 28 June 2013

Candidates are expected to be available for selection interviews on a date and time as determined by SANBI.

If no response has been received within 30 days of the closing date, candidates may assume that their applications were unsuccessful.