



Project Co-ordinator

**Biodiversity Information Management Directorate
(Salary level 10) (Contract position – 18 months)**

Kirstenbosch Research Centre

Kirstenbosch National Botanical Garden – Newlands

SANBI requires an energetic, motivated individual with proven ability to assess the current status, gaps and way forward for biodiversity information in Southern Africa and current African Global Biodiversity Information Facility (GBIF) nodes and introduce relevant tools, checklists and guidelines. The process for gathering information and implementation of the outcomes should build collaboration and capacity across the region.

The successful candidate must be in possession of a relevant degree or diploma in Natural Science, Computer Science or Informatics enhanced by at least 5 years' relevant experience. The successful candidate will demonstrate excellent communication skills in English and French (spoken and written), as well as project management and have a keen eye for detail. The incumbent must have the ability to work accurately and proficiency in MS Office is essential. This position will require extensive travel throughout Africa. The successful candidate must be in possession of a valid (unendorsed) Code B drivers' license with one year's practical driving experience.

The appointee will be responsible for:

- Building strategic relationships with African GBIF nodes and relevant partners towards ensuring collaboration in biodiversity information management initiative;
- Developing a Biodiversity Data Assessment and Action plan for Southern Africa and current African GBIF nodes based on a biodiversity data needs assessment and gap analysis;
- Developing an inventory of who holds the identified priority list;
- Promoting tools and policies that would create an enabling institutional environment to facilitate the sharing of the data;
- Deploying and developing data sharing tools and policies;
- Contributing to improved biodiversity information management practices and capacity.

SANBI offers an all inclusive annual salary package of R431151.33.

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.