South African National Biodiversity Institute

(SANBI)

# Call for registration on Research Assistant’s Database

# February - December 2014

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 February - December 2014 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 valid South African permanent residency.

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 incumbent’s highest qualification and relevant experience. The rates will be determined by the guidelines as outlined in the SANBI Research Assistants Policy (rates range between R32.34 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 8648/8800 or visit [www.sanbi.org](http://www.sanbi.org)

**Closing date: 21 February 2014**

Research Assistants Application

Cover Sheet

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

**TO BE SUBMITTED BY: *21 February 2014***

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL INFORMATION:** | | | | | | | |
| Title and first names: |  | | | | | | |
| Surname: |  | | | | | | |
| Preferred name: |  | | | | | | |
| ID number: |  | | Are you a South African citizen? | | ❒ Yes | | ❒ No |
| Gender: | Male ❒ | | | Female ❒ | | | |
| Race: | African ❒ | Coloured ❒ | | Indian ❒ | | White ❒ | |
| Driver’s license: | ❒ Yes | | | ❒ No | | | |
| Current postal address: |  | | | | | | |
| Telephone number: |  | | | | | | |
| Mobile number: |  | | | | | | |
| E-mail address: |  | | | | | | |
| **APPLICATION DOCUMENTS:** | | | | | | | |

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| ❒ Brief CV (no more than 2 pages)  ❒ Certified copy of academic record  ❒ Certified copy of highest qualification  ❒ Certified copy of ID and Permanent Residency  ❒ 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)

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| **Research Assistant Application Form** **For registration February - December 2014**  **(to be completed in conjunction with the advert for registration on the Research Assistant’s Database)** | | | | | | | | | | |
| **where ARE YOU Currently 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 (e.g. laboratory techniques, data capturing, GIS, surveys/questionnaires, 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. | | |  | | |  | | |  | |