

Advert

Database Content Manager

(Salary level 10)

National Herbarium, Pretoria

SANBI is looking for an efficient and enthusiastic individual to manage and co-ordinate the activities and processes related to the content of SANBI's plant collections database (BRAHMS).

The position requires a relevant qualification, either a Masters degree enhanced by 3 years relevant experience or a relevant 4-year Bachelors degree enhanced by 5 years relevant experience. The incumbent must be computer literate and have a working knowledge of MS Office programmes, experience in the use of biodiversity databases such as BRAHMS, and experience in plant taxonomy and/or herbarium curation processes. Experience in MySQL and ESRI GIS will be an added advantage.

KEY RESPONSIBILITIES:

- Manage and coordinate data entry processes across SANBI herbaria
- Identification of data quality issues, development of solutions and co-ordination of activities to address these across SANBI herbaria
- Liaison with internal and external stakeholders relating to database content format, quality and functionality
- Co-ordination of capacity development activities relating to database content
- Research/compilation of scientific information in line with priorities in Biosystematics

SANBI offers an annual salary of R337 998.00 and additional fringe benefits.

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 Mr Stephen Mahlangu on 012 843 5217 or, preferably, forward the completed application form (available from www.sanbi.org/jobs) a letter and concise CV via e-mail to recruitmentpta@sanbi.org.za or fax 012 843 5222. Postal applications are to be addressed to the Assistant Director: Human Resources, South African National Biodiversity Institute, Private Bag X101, Pretoria, 0001.

Closing Date: 14 June 2014

Candidates are expected to be available for 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 consider their applications unsuccessful.