

Biodiversity Information Project Manager

**Biodiversity Information Management Directorate
(Salary level 11) (Contract Position – 3 years)
Kirstenbosch Research Centre – Cape Town**

SANBI requires an energetic, motivated individual with proven ability to provide key support to the Biodiversity Information Management Directorate and the Director with data requests, strategic projects, budgets, compliance and reporting.

The successful candidate must be in possession of a relevant degree or diploma in Natural Science or Project Management enhanced by at least 5 - 8 years' relevant experience. The successful candidate will demonstrate excellent communication skills in English (spoken and written), show enthusiasm and initiative, conduct themselves in a professional manner and have a keen eye for detail. The incumbent will be responsible for writing strategic documents and reports; the ability to work accurately and be proficient in MS Word, Excel and PowerPoint programmes are essential. 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:

- Leading and managing strategic information management projects;
- Establishing and coordinating data request workflows;
- Managing budgeting and expenditure across projects and work areas;
- Ensuring the directorate is compliant with institutional requirements.
- Support Biodiversity Information Management stakeholders and the SANBI's network of partners

SANBI offers an annual salary package of R532 278.00.

Please Note: 1) An application form (obtainable from our Offices or SANBI website www.sanbi.org/jobs) 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: 17 October 2014

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.