



SCIENTIFIC OFFICER: HERBARIUM MANAGER AND CURATOR

Bolus Herbarium

Department of Biological Science, Faculty of Science

Starting Date: 1 June or as soon as possible thereafter.

Responsibilities

The purpose of this position is to provide day-to-day herbarium management together with the tasks required by that of a professional botanist within a herbarium. This involves supervision of postgraduate students, herbarium staff, interns and visitors, scientific assistance with research, strategic decision-making as well as the execution of routine duties such as scientific curation, database management, administration and correspondence relating to multiple aspects concerning the collection. The herbarium manager will liaise with academic and library staff, and will be responsible for promoting the herbarium through participation in seminars, conferences, annual reports and regular updates of the web-site and social media. In addition, the curator is expected to pursue their own relevant line of research and to use this as a means of promoting the herbarium and fostering collaboration at national and international levels.

Essential Requirements:

- MSc in systematics or taxonomy
- 2 years' experience of curating plant collections
- Excellent communication, organization and management skills
- Experience with database management
- Track record of relevant Peer-reviewed publications
- Plans for future research on taxonomy of the Cape Floristic Region
- Ability to keep up to date with taxonomic changes
- Familiarity with plant identification, preferably within the Cape Floristic Region
- Drivers license and own reliable transport

Advantageous:

- PhD in Systematics, Taxonomy or a related plant sciences discipline
- Experience using BRAHMS
- Proven connections with other herbaria nationally and internationally
- Experience of financial management
- Proven track record of attracting funding for herbarium-based research

The annual cost of employment is between R543 772 and R639 730

Application process:

To apply, please e-mail the documents below in a **single pdf file** to Tracy Moore at recruitment04@uct.ac.za:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

Telephone: 021 650 5405

Website: <http://www.bolus.uct.ac.za/>

Reference number: E18208

Closing date: 21 May 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>

UCT reserves the right not to appoint.