



an agency of the  
Department of Sport, Arts and Culture

✉ 266, Bloemfontein, 9300  
36 Aliwal Street / Aliwalstraat 36  
South Africa / Suid-Afrika  
☎ 051 - 4479609 📠 051 - 4476273  
www.nasmus.co.za

Incorporating the satellites:	Insluitend die satelliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Waenhuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

## VACANCY (Permanent)

The National Museum, Bloemfontein invites applications for the following position:

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### RESEARCH ASSISTANT – ENTOMOLOGY COLLECTION

Salary level (DPSA salary level 6)

The National Museum, situated in the heart of Bloemfontein in the Free State Province of South Africa, is widely regarded as one of the best managed and administered museums in Africa. The Entomology Collection, resorting under the Terrestrial Invertebrates Department of the National Museum comprises ca. 410,000 specimens, mostly dry-pinned or staged. The most notable collections are the Coleoptera and Diptera, but other orders are also represented. The Terrestrial Invertebrates Department has a strong research component and has published more than 50 scientific papers in the last ten years.

#### RESEARCH ASSISTANT

The Department seeks an honest, dedicated and motivated research assistant who will be responsible to assist scientists with administrative and research duties, data basing of entomological specimen data, curation and re-curation of insect specimens (including preliminary identification), fieldwork and the provision of other services.

#### Requirements

\*Bachelor's degree in Entomology/Zoology

\* Practical experience working with biological specimens \*computer literate, knowledge of databases, e.g. Access or Specify will be an advantage

\*Good administrative and planning skills \*ability to work on repetitive tasks for extended periods \* a valid driver's licence.

#### Key performance areas

\*Processing of entomological specimens generated through fieldwork

\*Data basing of specimen record data, including the addition of incoming material

\*Provide assistance with research, fieldwork and professional services

\*General departmental administration.



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Benefits: Generous leave, medical aid, 13th cheque.

The National Museum is an equal opportunity employer (Women and persons with disabilities are encouraged to apply)

If you meet all the criteria and requirements, email all documents to [applications@nasmus.co.za](mailto:applications@nasmus.co.za) or hand deliver all required documents: **cover letter, detailed CV with 3 contactable referees, National Museum Employment Application form (obtainable from the National Museum Website), certified ID copies and all copies of qualifications**

For any inquiries you may contact HR department on: **051- 4479609** or via email: [applications@nasmus.co.za](mailto:applications@nasmus.co.za)

If the National Museum has not contacted applicants within four weeks of the closing date, please consider application unsuccessful.

**Closing date: 29 September 2022.**

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**Name:**

**Supervisor:** Head of Department (Terrestrial Invertebrates)

**Substitute:** N/A

**Supervisee/s:** N/A

**Job Title:** Research Assistant (Entomology)

**Level:** Research Assistant

**Purpose of the Position**

The Research Assistant is responsible to assist scientists with administrative and research duties; databasing of specimen data, curation and re-curation of specimens, fieldwork and the provision of other services.

**Key Performance Areas**

- Processing of entomological specimens generated through fieldwork.
- Databasing of specimen record data, including the addition of incoming material.
- Provide assistance with research, fieldwork and professional services (e.g. loans, workshops etc.).
- General departmental administration.

**Knowledge, Skills and Abilities:**

**Qualification:** A Bachelors' degree in Entomology/Zoology

**Experience:** Practical experience working with biological specimens. Computer literate, especially knowledge of databases, e.g. Excel, Access, Specify. Good administrative and planning skills. Ability to work on repetitive tasks for extended periods.

**Knowledge:** An interest in entomology and good computer skills. An ability to take on new tasks and be trained in insect identification.

**Personal Attitudes:** Ability to work in a team; good interpersonal relations skills; good written English and verbal skills.

<b>Task Group</b>	<b>Weighting %</b>
KPA 1: Processing of entomological specimens generated through fieldwork	30

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KPA 2: Databasing of specimen record data, including the addition of incoming material.	30
KPA 3: Provide assistance with research, fieldwork and professional services (e.g. loans, workshops etc.)	25
KPA 4: General departmental administration	15
<b>TOTAL</b>	<b>100%</b>

**KPA 1 – Processing entomological specimens generated through fieldwork**

PROCESS	TASK
Processing of incoming spirit samples generated through fieldwork.	<ul style="list-style-type: none"> <li>• Sorting of specimens to order or family where possible.</li> <li>• Counting and recording of spirit preserved specimens of Insecta ahead of digitization.</li> </ul>
Processing of incoming dry-pinned specimens generated through fieldwork.	<ul style="list-style-type: none"> <li>• Sorting of specimens to order or family where possible.</li> <li>• Individual numbering of dry-pinned specimens ahead of digitization.</li> <li>• Mounting and labelling of specimens.</li> <li>• Construction of collection unit trays.</li> <li>• Cutting of data labels</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>

**KPA 2 – Databasing of specimen record data, including the addition of incoming material.**

PROCESS	TASK
Digitization of specimens.	<ul style="list-style-type: none"> <li>• Undertake data capture of specimen label information</li> <li>• Verification of specimen label data on database.</li> <li>• Databasing and incorporation of unregistered specimens.</li> </ul>

**KPA 3 – Provide assistance with research, fieldwork, curation and professional services (e.g. loans, workshops etc.)**

PROCESS	TASK
Assist with fieldwork for collection development and research.	<ul style="list-style-type: none"> <li>• Assist with placing traps.</li> <li>• Assist with pinning of specimens in the field.</li> <li>• Assist with servicing and repair of traps.</li> </ul>
Assist with loan preparation.	<ul style="list-style-type: none"> <li>• Recording, cross-pinning and packaging of dry-pinned specimens for loan to external researchers.</li> <li>• Recording and sealing of spirit preserved specimens for shipment.</li> <li>• Packaging and processing of outgoing loans.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Handling of the postal process for outgoing loans.</li> <li>• Receive and process returning loans, including quarantine.</li> </ul>
Assist researcher with research if required.	<ul style="list-style-type: none"> <li>• Processing of material required for research purposes.</li> </ul>
Assisting in departmental initiatives as required.	<ul style="list-style-type: none"> <li>• Attendance of workshops, training courses and other meetings for training and development.</li> <li>• Assisting with other project work as outlined by the scientists.</li> <li>• NSCF collection manual implementation</li> </ul>
Assistance to visitors to the department.	<ul style="list-style-type: none"> <li>• Assistance of scientific visitors to the Department.</li> <li>• Provision of services to departmental visitors as well as to the general public.</li> </ul>
Curatorial assistance	<ul style="list-style-type: none"> <li>• Assist with good curatorial practice e.g. IPM implementation</li> </ul>

**KPA 4 – General departmental administration**

<b>PROCESS</b>	<b>TASK</b>
Assisting with the preparation of texts and images for displays and other presentations.	<ul style="list-style-type: none"> <li>• Collaborate with departmental staff members to provide input into departmental exhibitions to the Design Department, and educational initiatives as required.</li> </ul>
General administrative duties	<ul style="list-style-type: none"> <li>• Processing orders for goods and expendables, attendance of departmental as well as general staff meetings, supplying information for quarterly reports, etc.</li> <li>• Assistance with annual internal collections audit</li> </ul>

Terms of Contract: Full Time (probationary period applies)

Print Name:.....

Signature:.....

Date:.....

Reviewed on August 2022