



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 sateliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Waenhuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

Job Description: COLLECTIONS MANAGER: BOTANY (PERMANENT)

Name: Vacant

Supervisor: Head of Department: Animal and plant Systematics

Substitute: N/A

The Department of Animal and Plant Systematics is searching for a Collection Manager for its Herbarium (Botany division). Main activities will involve managing specimen care, collection data, and daily operations of a collection of nearly 30 000 plant specimens. The successful candidate will be expected to render some research assistance to the botanist, but will also be afforded the opportunity to conduct independent research.

Requirements: Minimum Master's Degree in Botany. Code B motor vehicle driver's license. A minimum of three years' experience as a collector manager in a herbarium. At least 12 months experience using Brahms database software in a herbarium. At least one first-authored publication in an accredited scientific journal. A thorough understanding of plant taxonomy.

Job Overview

- Manage specimen care, collection data, and daily operations of the herbarium.
- Perform other relevant departmental activities, such as field work, as required.
- Perform research on the collection, such as biodiversity informatics or systematics of southern African plant taxa.
- Present public lectures about plants.
- Provide assistance to the department's botanist (e.g. field work, compilation of maps, analysis of data).
- The employee's participation as a team member should contribute to the success of the department's proposed targets each year, as well as those of the National Museum as a whole.

Essential Functions

- Manage the curation, loan activity, and the organisation of a herbarium with nearly 30 000 specimens of plants, mainly from South Africa.
- Liaise with the international and national scientific community, responding to requests for information, hosting visitors, and facilitating use of specimens for research and education.
- Maintain records of loans and other collection activities.
- Co-ordinate the curation and care of the collection, including pest management, specimen repairs, facility troubleshooting, and routine maintenance.
- Supervise occasional volunteers, interns and students working on collections care.
- Participate in public education, museum programs, and serve on committees.
- Assist the department's botanist (e.g. field work, compilation of maps, analysis of data).
- Maintain and develop databases (including Brahms) and online portals for specimen images and data (including digitisation of collections).
- Monthly backup of the electronic database.
- Maintain and develop catalogues and other documentation of collections to monitor the importance of the herbarium for institutional missions.
- Develop grant proposals for collections care and improvement and manage grant-funded collections projects in the department.
- Assist in planning and policy development for the collection.
- Plan and conduct field work to expand the collection.



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- Conduct research on the collection, such as biodiversity informatics or systematics of southern African plant taxa.
- Assist the department's botanist (e.g. field work, compilation of maps, analysis of data).

Required Qualifications

- Master's Degree in Botany.
- Code B motor vehicle driver's license.
- A minimum of three years' experience as a collector manager in a herbarium.
- At least 12 months experience using Brahm's database software in a herbarium.
- At least one first-authored publication in an accredited scientific journal.
- A thorough understanding of plant taxonomy.
- Ability to independently plan and conduct field work.
- The ability to work on repetitive tasks for extended periods without compromising standards and with minimal supervision.
- A high level of computer literacy.
- Detail-oriented problem-solver.
- Excellent social and communication skills.
- Ability to work independently, be an effective team-leader, and supervise volunteers and students.
- Willingness to actively apply for outside research funding.

Preferred additional qualifications

- PhD degree in Botany.
- Experience in plant genetics (laboratory work and analysis of data).
- Three or more first-authored publications in accredited scientific journals.

Physical Demands

- Typically sitting at a desk/table
- Typically standing and walking
- Lifting demands up to 20 kg
- Climbing up to 2 m on ladders
- Typically bending, crouching and stooping

Task Group	Weighting %
KPA 1 – Curation (collection management)	65
KPA 2 – Research (culminating in publications in DHET accredited scientific journals)	20
KPA 3 – Public engagement and outreach	10
KPA 4 – Administration and general	5
TOTAL	100%

KPA 1: Curation (collection management)

PROCESS	TASK
Processing of new material	Process new plant specimens in readiness for incorporation into the herbarium.
Co-ordination of curatorial/collection management activities	Co-ordinate the curation and care of the collection, including pest management (e.g. fumigation), specimen repairs, loan activities, facility troubleshooting, routine maintenance, and general digitisation of the herbarium.
Identification of specimens	Use published diagnostic keys, literature, photographs, comparative material in NMB collection; or dispatch of samples to appropriate individuals or organisations for



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	identification.
Monitor computerisation of data	Transfer of data from field notes and other documents to the database (Brahms). Maintain collection database.
Nomenclatural/taxonomic changes	Update taxon names/sort material according to recent literature.
Auditing of collections	Assist with the auditing of collections; provide information.
Digitisation of collection	Maintain and develop databases and online portals for specimen images and data (including 3igitization of collections).
Backup of database	Monthly backup of electronic database.
Liaison with scientific community	Liaise with the international and national scientific community, responding to requests for information, hosting visitors, and facilitating use of specimens for research and education.
Field work	Plan and conduct field work with the aim of expanding the herbarium.
Planning and policy development	Assist in planning and policy development for the collection.
Supervision	Supervise occasional volunteers, interns and students working on collections care.
Grant proposals	Develop grant proposals for collections care and improvement, and manage grant-funded collections projects in the department.
Other collection-related activities	Perform or assist as requested.

KPA 2: Research

PROCESS	TASK
Identify research projects	Knowledge of literature; discussion with colleagues and experts.
Field work	Plan and participate in field work activities.
Literature research	Conduct comprehensive and appropriate literature research.
Laboratory work	Morphological examination of material and/or genetic procedures.
Analysis	Analyse results using appropriate methods and programs.
Prepare and publish research results	Write manuscript, prepare tables, figures, appendices; submit to approved accredited scientific journal. Also prepare popular article/s about research to provide the public with insight into the work.
Assist other researchers	Provide assistance to the department's botanist (e.g. field work, compilation of maps, analysis of data).
Outreach and service on committees	Contributions towards public awareness/education, and conservation of plants, by means of public lectures, popular articles, participation at meetings and in museum programs, and serving on committees.
Identification	Identification of plants (including photographic images)



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	for members of the public.
Social media	Prepare information about departmental activities and achievements, and plants in general, for posting on the Museum's Facebook page and/or website.
Presentations	Present illustrated lectures.

KPA 4: Administration and general

PROCESS	TASK
Literature	Maintain an electronic literature collection (PDFs) of botanical research papers.
Reports	Timeously complete quarterly activity reports, as other reports as requested.
Meetings	Attend monthly staff meetings and other meetings as required.
Purchases	Purchase equipment and other items for the department.

Terms of Contract: Full Time (probationary period applies)

The National Museum is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore people from designated groups, including those with disabilities, are encouraged to apply.

The National Museum reserves the right not to fill an advertised position.

If you meet ALL the stated requirements, kindly e-mail your application to applications@nasmus.co.za, including a covering letter, the application form, a copy of your identification document, copies of qualifications (including your academic record) and a comprehensive CV (including three referees with their contact details).

Applications not meeting the criteria will be disqualified.

Should you not hear from us within 21 days after the closing date, consider your application unsuccessful.

Communication will be limited to the short-listed candidates only.

Short-listed candidates will be subjected to a comprehensive selection process

For telephonic inquiries you can call the HR department on **051 4479609** or email to **applications@nasmus.co.za**

The closing date in respect of these positions will be **31 January 2022**
We thank all applicants for their interest.