



OFFICE OF THE COORDINATOR

JOB VACANCY ANNOUNCEMENT

Two positions for the National Herbarium of Rwanda

Through a collaborative agreement between Sud Expert Plantes / Développement durable (SEP2D) of the Institute de Recherche pour le Développement in France and the University of Rwanda, the Center of Excellence in Biodiversity and Natural Resource Management at the College of Science and Technology, University of Rwanda, has a project to **Upgrade and digitize the National Herbarium of Rwanda**. There are two positions available for individuals to assist with the upgrading and digitizing of the herbarium.

Position 1: Herbarium Coordinator

Job Introduction: The Center of Excellence in Biodiversity and Natural Resource Management in the College of Science and Technology, University of Rwanda at Huye campus seeks to hire an individual to help in managing the +15,000 herbarium specimens in the National Herbarium of Rwanda located in Huye near the University of Rwanda Huye campus.

Duties and Responsibilities

- Coordinate the mounting of unmounted specimens in the herbarium
- Coordinate the process of digitizing herbarium specimens
- Assist with organizing trainings for staff and students related to taxonomy and functioning of the herbarium
- Coordinate visits from visiting researchers
- Oversee the Herbarium assistant and interns.
- Organize meetings related to herbarium project
- Draft reports and other needed documents for the project
- Prepare and follow up on requisitions and equipment maintenance in the herbarium
- Perform any other duties requested by the CoEB Ag Director

Minimum Job Qualifications and Skills:

- A Master's degree in plant ecology or plant taxonomy, or closely related field, is desirable but not necessary if appropriate experience is present
- BSc degree in Botany and Conservation or related undergraduate degree that includes training in botany, plant ecology, and plant taxonomy
- At least one-year experience working with herbarium specimens and plant taxonomy
- Able to work independently, take initiative and work well in teams
- Excellent communication skills in English, fluent in French needed also since the donor is a French organization, and Kinyarwanda fluency needed as well.
- Good communication skills, including good writing skills
- Ability to work with computers, spreadsheets, data analyses, and computer software
- Hard working

Position 2: Herbarium assistant

Job Introduction: The Center of Excellence in Biodiversity and Natural Resource Management in the College of Science and Technology, University of Rwanda seeks to hire an individual to assist in managing the +15,000 herbarium specimens in the National Herbarium of Rwanda located in Huye near the University of Rwanda Huye campus.

Duties and Responsibilities:

- Assist with mounting herbarium specimens
- Assist with digitizing specimens.
- Assist with keeping the herbarium organized
- Assist in organizing workshops and meetings
- Perform any other duties requested by the CoEB Ag Director

Minimum Job Qualifications and Skills:

- BSc degree in Botany and Conservation or related undergraduate degree that includes training in botany, plant ecology, and plant taxonomy
- At least one-year experience working with herbarium specimens and plant taxonomy
- Ability to work with computers, spreadsheets, and basic data analyses
- Ability to work well independently, take initiative when needed, and collaborate with other staff at the Center as needed
- Hard working

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Tenure and Appointment

University of Rwanda is an equal opportunity and affirmative action employer and encourages applications from women and persons with disabilities.

Application Procedures

The application documents should be submitted electronically in **ONE SINGLE PDF DOCUMENT**, not later than 28th October 2019 at 5:00pm to infospiu@ur.ac.rw, with a copy to urspiucoor@gmail.com, and bkaplin@ur.ac.rw. The position title should be clearly indicated on the subject line of the electronic applications.

- Application letter explaining why you want the position and why you think you are qualified, in English and addressed to the UR SPIU Coordinator
- Curriculum vitae which must include education background and relevant experience and trainings
- Names and phone numbers of two references who can attest to the experience you have
- Copy of National ID or passport
- Copy of Degree from recognized university
- Proof of Experience

Done at Kigali on 09th October 2019



Immaculate BUGINGO
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