



OFFICE OF THE COORDINATOR

JOB ANNOUNCEMENT FOR THE POSITION OF RWANDA NATIONAL HERBARIUM CURATOR AND RWANDA NATIONAL ZOOLOGICAL COLLECTION CURATOR UNDER THE CENTER OF EXCELLENCE IN BIODIVERSITY AND NATURAL RESOURCE MANAGEMENT (COEB) AT THE UNIVERSITY OF RWANDA.

1. INTRODUCTION

The Center of Excellence in Biodiversity and Natural Resource Management (CoEB) was launched in 2017 as a research center in the University of Rwanda. As a UNESCO Category II Center, CoEB acts as a clearing house for data and information on biodiversity and natural resources and promotes the understanding, monitoring and cataloging of biodiversity, ecosystem functioning and services, climate change impacts and adaptation, and science-policy linkages. The CoEB supports Rwanda to address impacts of climate change and natural hazards, management of natural resources, loss of biodiversity, ecosystem services, and environmentally sustainable economic development. Its mission is to enhance the knowledge of biodiversity and natural resource management for sustainable development.

The University of Rwanda Single Project Implementation Unit (UR-SPIU) is inviting qualified and interested candidates to submit their applications to the positions below:

1. RWANDA NATIONAL HERBARIUM CURATOR OFFICER (1 POSITION)

Main Duties and Responsibilities

- Manage the specimen collection in the National Herbarium of Rwanda
- Manage records of all specimens, oversee bar coding process, and upload of specimen records to the Rwanda National Herbarium Portal
- Oversee the collection, treatment, recording and ensure proper storage of new specimens
- Coordination of visits to the National Herbarium by students, international and national partner and stakeholders
- Produce a monthly report on the achievements (e.g., new specimens collected, recorded and stored in the herbarium collection, students trained, research hosted)
- Share data to the Rwanda Biodiversity information system
- Make a presentation in research seminar about the achievements 2 times per year
- Create an active research environment and conduct research relevant to plant diversity

- Write at least three proposals for funding (research or herbarium project)
- Maintain partnerships and networks to help grow the National Herbarium of Rwanda
- Ensure the website of the National Herbarium of Rwanda is functioning and serving current herbarium needs and outreach activities
- Maintain active programs for education with schools and partners, with interns and visiting researchers
- Ensure National Herbarium of Rwanda policies are updated and available
- Create and implement a plan to raise awareness about the National Herbarium of Rwanda and its value and importance both locally and internationally
- Manage the materials of the National Herbarium of Rwanda

Required qualifications and competencies

- Must have a MSc in Biodiversity Conservation, Botany, Herbarium Management, Plant taxonomy with 2 years of work experience or a Bachelor of Botany and Conservation, Botany, or Herbarium Management with proven 5 years of experience in herbarium management
- Having a publication in connected domains is an added value
- Skills and experience in taxonomy and plant collection and identification
- Experience in leading training sessions and teaching
- Fluency in speaking and writing in English

2. RWANDA NATIONAL ZOOLOGICAL COLLECTION CURATOR OFFICER (1 POSITION)

Main duties and responsibilities

- Manage the specimens in the Rwanda National Zoological Collection
- Manage the materials of the Rwanda National Zoological Collection
- Maintain records of all specimens, digitize and upload them on Rwanda National Zoological Collection platform

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- Oversee the collection, treatment, recording and storage of new specimens
- Coordinate visits to the Rwanda National Zoological Collection
- Produce a monthly report on the achievements (e.g., new specimens collected, recorded and stored in the herbarium collection, students trained)
- Sharing data to Rwanda Biodiversity information system
- Make a presentation in research seminar about the achievements 2 times per year
- Create an active research environment and conduct research relevant to animal taxonomy and conservation
- Write at least two proposals for funding (research or zoological collections project)
- Maintain partnerships and networks to help grow the National Zoological Collection
- Maintain active programs for education with schools and partners, with interns and with visiting researchers
- Create and implement a plan to raise awareness about the Zoological Collections and its value and importance both locally and internationally
- Manage the materials of the National Zoological Collection room

Required qualifications and competencies

- Must have a master's degree in Biodiversity Conservation, Zoology, Zoological Collection Management or a Bachelor of Zoology and Conservation, Zoology, Zoological Collection Management with proven 2 years of experience
- Having a publication in connected domains is an added value
- Skills and experience in taxonomy and field identification
- Skills in animal specimen preparation and management
- Experience in leading training sessions and teaching with students
- Fluency in speaking and writing in English

APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications to the spiuirecruitment@gmail.com

The applicant must submit the following documents in **one PDF** document.

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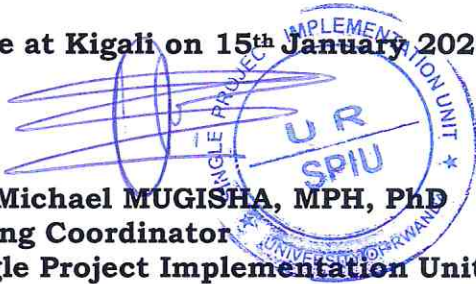
Documents required are:

1. An application letter addressed to UR-SPIU Coordinator.
2. A detailed Curriculum Vitae
3. Copy of academic degree(s), and Certificates of any relevant professional training
4. Copy of National Identity card and /or passport
5. One recommendation letter from previous employment
6. Copy of proof of relevant experience.

The deadline for submission of the application is set on 24th January 2025 at 5pm.

Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 15th January 2025



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