

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING ZONOTIC AND PARASITIC DISEASES
(MUSEUM OF MEDICAL ENTOMOLOGY)
LOCATION: SANDRINGHAM
POSITION: RESEARCH ASSISTANT (FIXED TERM CONTRACT ENDING JUNE
2026)
PAY GRADE: B2
REFERENCE NUMBER: NICDCDC1025/001-01

To assist with the curation and management of the NICD's museum of medical entomology housed at the Vector Control Reference Laboratory (VCRL)

Key Job Responsibilities

■ Assist with the maintenance and management of the museum specimens and associated database by capturing and updating relevant information and specimen collection reports ■ Assist with teaching and training of students/visitors to the museum on aspects of insects of medical importance ■ assist with the setting up of exhibitions and training materials as required ■ Assist with museum management and administration ■ Assist VCRL staff and students in locating museum and library materials ■ Assist in the preparation of presentations, report writing and other project-related topics ■ Assist with reagent stock maintenance and management of museum documents assist with generating museum documentation such as log sheets, visitor's logs and other museum-related forms ■ Assist with the induction and training of new staff on pertinent aspects of the museum and specimen collections ■ Attend laboratory and museum management meetings as requested to review ongoing performance ■ Actively participate in and contribute to museum research projects.

Minimum Requirements and Key Competencies

■ Grade 12 plus Higher certificate NQF level 5 equivalent ■ BSc Honours in biological sciences or arts advantageous ■ 6 months in supporting research projects ■ years work experience in museum management or related work ■ Work experience in organising teaching/training events or as a facilitator of museum exhibitions ■ Teaching and administrative experience ■ General knowledge of museum curation and communication skills ■ Attention to detail ■ Basic computer knowledge (Ms Word, Ms Excel, Outlook) ■ Self-motivated, dedicated and resilient ■ Facilitation, planning and organizational skills ■ Good interpersonal skills.

Enquiries may be directed to Lethabo Matlala @ 011 386 6090, email application to Recruiter6@nicd.ac.za