



**BOTANICAL SOCIETY**  
OF SOUTH AFRICA

## **ADVERT: BotSoc Conservation Project Internships (Western Cape)**

### **4 Positions Available**

**Closing Date: Wednesday 31 October 2024, 16h00**

#### **1. JOB INFORMATION**

<b>JOB TITLE :</b>	BotSoc Conservation Project Internships (Western Cape)
<b>LOCATION:</b>	Kirstenbosch NBG, Cape Town, Western Cape
<b><u>EMPLOYMENT ARRANGEMENT:</u></b>	Funding available for 12-month internship opportunities for <u>currently unemployed</u> , suitably qualified candidates on five-day week, operating from the National Office of the Botanical Society, Kirstenbosch National Botanical Garden.  Candidates must make their own arrangements for accommodation and transport to and from work.
<b>TERM OF EMPLOYMENT:</b>	15 January 2025 – 15 January 2026; 1-year contract.
<b>COMMENCEMENT DATE:</b>	15 January 2025
<b>REMUNERATION:</b>	A monthly stipend of R7500 for Graduate Internships applies and in the case of Work-Integrated Learning placements, a monthly stipend of R 6000 will apply. Both with standard taxation of PAYE and UIF deductions.

#### **2. MAIN PURPOSE OF THE JOB**

*To provide conservation project implementation support on behalf of the Botanical Society of South Africa (BotSoc) to increase biodiversity awareness and capacity building, through youth- and citizen science engagement and training, in collaboration with BotSoc's branches and conservation partners, such as the South African National Biodiversity Institute (SANBI), to conserve and restore Important Plant Areas and establish Biodiversity Conservation School and Community Gardens.*

*This will be achieved through an internship placement with BotSoc working on the following key areas:*

#### **NATIONAL BOTANICAL SOCIETY of S A**

Kirstenbosch National Botanical Garden,  
Rhodes Drive, Newlands, Cape Town  
Landline: 021 797 2090  
Instagram: botsocsa

[www.botanicalsociety.org.za](http://www.botanicalsociety.org.za)  
Facebook: Botanical Society of SA  
Twitter: @BotSocSA  
Email: [info@botanicalsociety.org.za](mailto:info@botanicalsociety.org.za)

**Advert: BotSoc - Conservation Project Internships (Western Cape)**

## KEY AREAS OF WORK:

1. Support, physically enable and facilitate the implementation of a training and monitoring programme of youths in threatened plant monitoring, citizen science data collection, as well as invasive alien clearing, fire management and restoration activities of priority geographical areas in the Western Cape;
2. Supporting coordination of youth involvement, engaging and participating in local and regional bioblitz events and online communication activities and products to grow capacity and create awareness of plant conservation and Important Plant Areas,
3. Support planning, coordination of and engage practically in conservation programme activities, including online engagements and garden development, planning, maintenance and training amongst youths, Project Coordinators, the Botanical Society's branches and conservation partner organisations in the Western Cape,
4. Provide support in and enable planning, monitoring, reporting activities of the Botanical Society of South Africa's Conservation Project Coordinators in project coordination, communication and administration (e.g. reporting documentation updates, administrative support, development of training materials, etc.)

## 3. INHERENT REQUIREMENTS AND QUALIFICATIONS

Qualifications essential
National Diploma in Nature Conservation / Environmental Sciences (or similar) is <b>essential for graduate interns</b> .
<b>*Work Integrated Learning (WIL) candidates will be considered</b> - third-year Nature Conservation / Environmental Sciences (or similar) students who are self-motivated and enthusiastic are encouraged to apply with all theoretical modules completed.
Qualifications advantageous
Advanced Diploma, Postgraduate Diploma, BTech or BSc in Nature Conservation / Conservation Biology / Ecology / Environmental Sciences (or similar) is <b>an advantage</b>

## 4. JOB RELATED COMPETENCIES AND INTERESTS

Job related interests
A good knowledge and understanding of the current status of biodiversity and conservation in South Africa, the factors and drivers affecting biodiversity conservation and possible opportunities to contribute to conservation awareness and action.
A good understanding of South Africa's botanical diversity, especially relating to the fynbos biome and the Cape Floristic Region biodiversity hotspot, with a basic working knowledge of the region's flora. Experience and an interest in conservation horticulture will be an added advantage.
A knowledge and understanding of threatened species, alien invasive plants and indigenous restoration practices relating to the fynbos biome will be an added advantage.
Knowledge of how the conservation sector operates and how the different organisations civil, public and private interface.
Community and volunteer facilitation/mobilisation.
An understanding of developing biodiversity conservation gardens.
An understanding of developing environmental education programmes and products, particularly within youth group settings.

Job related competencies
Excellent computer skills, including MS Office Suite (Outlook, Word, Excel, PowerPoint) and familiarity with GIS and iNaturalist.
Proficient English language skills, fluency in isiXhosa an advantage.
Current Code B or EB driver's license and at least one year's driving experience <b>essential</b> . Use of a private vehicle <b>is an advantage</b> .
Understanding of administrative tasks and logistics – the candidate must be highly organised and able to meet deadlines.
Willingness to participate in sometimes challenging field work conditions.
Willingness to participate in conservation and field work activities, requiring absence from home base for short periods.
Good interpersonal and communication skills essential, and the ability to work as part of a team.
Strong and creative problem-solving skills. Positivity and a 'can do' attitude are <b>essential</b> .
Being output and outcome driven is <b>essential</b> .
The ability to work with people with different demographics, viewpoints, cultures and belief systems.
The ability to physically engage with project implementation which will require outdoor activities in inclement weather, at times, and will require a certain level of fitness to remain active for the duration of the project.

## 5. WORK CONTEXT AND ENVIRONMENT:

<b>Type of Working Hours:</b>	<p>Typical daytime working, stationed at the National BotSoc Office, Kirstenbosch National Botanical Garden, Cape Town.</p> <p>Ad hoc as required - additional hours and over weekends to accommodate the volunteer base with flexibility on recouping time spent outside of normal working hours.</p>	
<b>Working Days/Hours:</b>	Mondays – Fridays, 08h00-16h00	Five day week operating from the National BotSoc Office, Kirstenbosch National Botanical Garden.
<b>Travel:</b>	Time spent travelling (excl. from/to work)	Will be reimbursed at the current, applicable SARS rate if using a private vehicle as approved by BotSoc prior to use for official purposes.
<b>Probation</b>	3-month period	Monthly assessments will be conducted according to the delivery outputs. Failure to meet these deliverables may result in dismissal.

## 6. APPLICATION REQUIREMENTS:

- Please furnish the Botanical Society of South Africa with an electronic resumé (no longer than two pages) with a recent photograph and at least three contactable referees who are not family members.
- In your electronic application also include a one-page motivational cover letter outlining your goals and expectations of the internship position.
- Attach proof of South African ID and driver's license. \*Note that applications are only open to South African citizens.
- A certified affidavit stating your current employment status, or status as a registered student at university (WIL candidates)
- Signed letter of recommendation from at least one lecturer/supervisor at University (or similar tertiary institute)
- Letter from University (or similar tertiary institute) stating that you need to complete work-integrated learning, where relevant
- Electronic copies of your qualifications
- Submit the full application package electronically via email (see details below).
- Certified copies of qualifications and transcripts of your completed modules in the case of WIL interns, South African ID and driver's license to be available, if you are called to an interview.
- **Electronic applications via email with subject heading: "BotSoc Conservation Project Internships – Western Cape" to be submitted to: [recruitment@botanicalsociety.org.za](mailto:recruitment@botanicalsociety.org.za)**
- **Application deadline: Wednesday 31 October 2024, 16h00**
- **Regrettably, no late applications will be considered.**

### Please note the following:

- Only electronic applications will be accepted for consideration.
- Your references will be contacted, and relevant competency testing/assessments will be conducted to inform the selection process.
- **Competency test and interviews:** Shortlisted candidates should be available for a competency test and an in-person interview. A final date will be communicated to shortlisted candidates.
- If you are not contacted for a competency test and interview four weeks after the closing date of the advert please consider your application unsuccessful.
- The successful candidate(s) will be subject to compliance with BotSoc policies and the Code of Conduct
- Please contact the Botanical Society of South Africa ([recruitment@botanicalsociety.org.za](mailto:recruitment@botanicalsociety.org.za)), if you have questions on content not covered in the advert.

### Important note:

Your application will be disqualified if you do not comply with the requirements and the relevant documentation in point 6 is not provided.

Please read all sections of the advert carefully to ensure that you meet the requirements in order to submit your electronic application.

Thank you for your interest in joining the Botanical Society team.