

Jobs

[Home / About-us / Organisation chart](#) » [Jobs](#)

Interested in working at the museum? Find our current job openings on this page.

1. [MSc Scientific Assistant \(m/f/x\) in Biology \(Biomon, Operational Directorate Natural Environments\)](#)
2. [MSc research assistant \(m/f/x\) in biology \(DNA analysis of wild bees\)](#)
3. [Doctoral student \(m/f/x\) to investigate Benthic iron cycling in fjord environments](#)

MSc Scientific Assistant (m/f/x) in Biology (Biomon, Operational Directorate Natural Environments)

The Royal Belgian Institute for Natural Sciences (RBINS) is seeking a full-time (100%, fixed-term contract) Scientific Assistant to support its biodiversity survey activities in tropical forests

Context

Our Biodiversity Assessment and Monitoring (BIOMON) team organizes scientific research projects aimed at studying the biodiversity of tropical forests and whose ultimate goal is to support their conservation. These projects are supported by a large international network of scientific or technical experts (e.g., IBISCA.net, Our Planet Reviewed Papua-New-Guinea) covering a wide variety of disciplines. The current project, for which we are the scientific coordinator (LifeOnTrees.org, 2020-2025) aims to study the eukaryotic biodiversity (animals, plants, fungi, micro-organisms) of remarkable trees in tropical forests. It includes collection missions in South America and involves a large network of international collaborators for the identification of organisms by classical taxonomy or molecular genetics.

We are looking for a scientific assistant to manage the collections of biological specimens and associated data, to encode the data in a central database and internet platform and assist the scientific coordinator in administrative tasks.

JOB DESCRIPTION

Assistance to the scientific coordinator.

- You will work at the RBINS and participate in collection missions abroad.
- You will be responsible for the management of the collections collected: assistance to project experts, encoding, export of samples, distribution to an international network of taxonomists, management of entomological collections at the RBINS.
- You will help with administrative tasks.

Tasks

1. Database encoding

- Encode data in the central project database (relating to specimens, samples, metadata, bibliographic references, images).
- During the field missions, you will supervise the organization of the collections (labeling, packaging) and encode in a database the list of collected samples. This list will be used to obtain the various permits for the deposit and export of biological material.

2. Assistance in obtaining research and collection permits in host countries

- You will assist the scientific coordinator of the project in his relations with the governmental departments of the countries where the scientific expeditions will take place, regarding their scientific aspects and the legal framework in which the scientific actions are conducted. To ensure the smooth running of each scientific expedition, you will assist in obtaining in a timely manner all authorizations (legal, administrative, ...) related to the scientific aspects of the expeditions (e.g., permits to collect specimens - including in protected areas -, permits to export specimens, exemption from customs duties for temporary imports of scientific equipment or consumables).
- Assistance in drafting agreements with the institutions (Universities, local authorities, NGOs) concerned (MoU, contract, etc.).
- You will also help the taxonomists studying the material and other project participants to respect conventions and agreements.

3. Collection management

- Organise the repatriation of specimens (export from the host country) and associated data to the RBINS.
- At the RBINS, you will be responsible for sending and tracing specimens to the various experts, mainly taxonomists, involved in the project.
- You will be responsible for managing the entomological collections of the BIOMON research group and transferring them to the Institute's collections department for long-term preservation. This includes associated data (images, environmental data).
- You will also be responsible for the repatriation of part of the specimens collected during the projects, in particular holotypes and paratypes, to the host country.
- During fieldwork, you will also participate in the collection of specimens, particularly in entomology.

4. Data management of a scientific website

- This website is intended to monitor the progress of the project, to track specimens, to receive data from participants and to provide them with information about the projects.

5. Administrative management

- Order scientific equipment and consumables for projects.
- Oversee the manufacturing, possibly local, of scientific devices.
- Maintain accounting of expenses, including their motivation, for funders. At the end of the field missions, you will make an inventory of the consumables still available.

6. Assistance in organising meetings

- With participants and/or other project stakeholders.

7. Contribution to the analysis and drafting of the results

- Contribute to the writing of scientific or popularization publications.
- Conduct bibliographic research.
- Contribute to project-related communication and outreach activities.

DIPLOMA

MSc in Biology or related discipline (for diplomas awarded outside the European Union, a certificate of equivalence must be submitted).

TECHNICAL COMPETENCE

Scientific competences

- Good computer skills: knowledge of spreadsheets, databases (preferably MS-Access), bibliographic reference management software, web-based content management systems and social media.
- Ability to manage biological collections, especially in entomology.
- Good writing and editing skills.

Administrative competences

- Accounting, shipments, inventories, contacts with project stakeholders.

GENERIC COMPETENCE

- Genuine interest in for biodiversity research and conservation.
- Very good organizational and interpersonal skills; team player.
- Enthusiastic, flexible, open minded and taking initiative. Ability to work independently, to adapt quickly to new issues, find constructive solutions, to multitask.
- Willingness to work in an international context and to participate in field missions (of about 3 weeks, 1 to 3 times a year).
- Good communication skills in English, both oral and written.

ASSETS

- Knowledge of French and/or Dutch.
- Knowledge of Spanish.
- Previous experience in collection management.
- Previous experience in tropical regions and/or remote places.
- Skills in scientific softwares and programming languages.

We offer

- The position offered is for one-year full-time contract (possibly renewable twice, depending on funds available). It will be based at the RBINS, 29, Vautier street, 1000 Brussels and in the research group BIOMON, O.D. Natural Environment.
- Salary and conditions according to the conditions applicable at the Royal Belgian Institute of Natural Sciences for a contractual agent of class SW1 (level SW10 or SW11) of the scientific career: indicative values : about 41 000 € (gross indexed annual starting salary) – Scale SW10 : about 51 000 € (gross indexed annual starting salary) – Scale SW11 (two years of scientific seniority).
- Public transport between home and work will be paid by the employer.
- An opportunity to join a dynamic and enthusiastic international network of biodiversity experts, and to learn a wide variety of biodiversity survey techniques.
- Start date: 1 November 2022.

How to apply

Application to be submitted electronically in a single PDF file, by e-mail, to Maurice Leponce (mleponce@naturalsciences.be) with subject: 'application scientific assistant - BIOMON'. The application should include a CV, a cover letter and 2 letters of recommendation.

Deadline for applications: 5/08/2022

All applications will be assessed after the deadline and shortlisted candidates will be contacted for an interview (remote or live depending on availabilities).

Contact person: mleponce@naturalsciences.be

BUY YOUR TICKETS ONLINE

TICKETS!

Royal Belgian Institute of Natural Sciences

Vautierstreet, 29
1000 Brussels
+32 (0)2 627 42 11

info@naturalsciences.be

Calendar & Newsletter

[Museum's calendar](#)
[Our newsletter!](#)

Annual Report



Jobs

