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The Charles Darwin Foundation for the Galapagos Islands would like to hire an Assistant for Natural History Collections: Terrestrial Invertebrates (ICCDRS)

Type of job: Full time
Work location: Santa Cruz Island, Galapagos, Ecuador
Supervises: volunteers and fellows
Supervised by: Natural History Collections Coordinator
Application deadline: May 5, 2021
Start date: May, 2021
Duration: 1 year (with the possibility of extension)

1. Objective

The Assistant taxonomist of terrestrial invertebrates of the Natural History Collections will be responsible for the maintenance, updating, interpretation and management of the collection of endemic and introduced terrestrial invertebrates of the archipelago. He will be part of the technical team of the Natural History Collections of the Charles Darwin Research Station (ECCD), and will be involved in all issues related to terrestrial invertebrates in Galapagos, within the Invertebrate Collections. He will be the person responsible for keeping the list of terrestrial invertebrate species in the ECCD Collection updated.

2. General Responsibilities

- Execution of the Action Plan for the preservation and maintenance of the collection of terrestrial invertebrates.
- Entry and maintenance of the CDF scientific database of marine invertebrates.
- Organization of the collections with and without information, to use them for scientific or educational purposes.
- Field trips and monitoring in selected areas - research and support to visiting scientists and expert collaborators in terrestrial invertebrates from various groups.
- Establish contact with expert taxonomists interested in supporting the study of the marine invertebrates of the Galapagos Islands.
- Prepare annual reports of the collection, progress, replacements, exports, status and statistics.
• Maintain the collection in the best possible condition by cleaning, organizing, labeling, changing alcohol or preservation media and all the necessary work to keep the specimens in good condition. It will be responsible for the healing of all taxonomic groups in the invertebrate collection.

• Support the collections coordinator in the preparation of proposals for the search for funds for the maintenance and preservation of the entire collection of terrestrial invertebrates.

• Support and be part of scientific publications related to the collection and research carried out from the ICCDRS collection.

• Scientific management of specimens for photography and digital scanning of the natural history collections present in Galapagos and the repatriation of images of specimens present in other parts of the world, giving continuity to what we already have today.

• Maintenance of the database of photographs and images that make up the natural history collections of the Charles Darwin Station

• Work with the dataZone team to produce image search and analysis systems within the virtual natural history collections produced.

• Work on the digitization of scientific images according to the taxonomic and specific requirements of each biological group.

3. Specific Responsibilities

• Coordinate the updating of revised lists of priority groups for Galapagos.

• To enable other taxonomists to study groups of little-known terrestrial invertebrates.

• Enter information from all the collections that are not yet included in the database (dataZone) and verify the status of the database, tending to correct the wrong taxa, synonyms and erroneous data in general.

• Receive, list and record the specimens collected (coding) in the different projects and those that have been delivered to the Collection, to enter them in the database.

• Coordinate and execute loans and shipment of specimens if required.

• Prepare an annual report on the status of the collection and the new species introduced and new records.

• Prepare reports and reports on field trips and research processes according to the collections.

• Carry out the maintenance and organization of the materials necessary for the collections.

• Carry out the preventive management of pests that could affect the collections and the respective treatment.

• Coordinate with the responsible person, the purchase of the materials and equipment necessary for the maintenance and management of the dry and wet collection.

• Carry out preventive bi-annual curing of the entire collection.

• Continuously review the condition and condition of the dry collection specimens and alcohol levels in the wet collection containers, as well as the condition of the bottles and labels.

• Check daily the humidity and temperature conditions within the area.

• Monitor daily trapping systems in the collection area: database office, preparation room and museum.

• Produce labels and assembly of terrestrial invertebrate collections as researchers provide samples and information.
• Verify that the dry samples are correctly mounted, labeled and identified to the highest taxonomic level possible.
• Monitor sent / loaned specimens until return.
• Coordinate, assist and supervise the work of scientists, students and groups that visit the ICCDRS Collection.
• Involve visitors in courses and talks about the development within the collection (norms).

**Supervisory responsibilities:**

• Students, local, national, international volunteers and scholarship holders.

**Minimum requirements:**

• Third or fourth level degree in Biology and related branches.
• Experience in collection management and curation process.
• Knowledge of the diversity of groups of terrestrial invertebrates of the archipelago.
• Knowledge of the collection and preservation methodologies of the various terrestrial taxonomic groups involved.
• Experience in research studies in various groups of invertebrates.
• Knowledge of quarantine and curing methods for specimens of the various groups.
• Ability and experience to manage groups and lead projects related to the ICCDRS collection and education.
• Proficiency in the English and Spanish languages (oral and written).
• Experience in managing office tools, internet and databases.
• Proficiency in Microsoft office (Excel & Access) advanced level in data management.

**Applicant profile:**

• Ability to write technical reports, project proposals, field reports and other documents in Spanish and English.
• Ability to supervise multidisciplinary groups.
• Ability to work in a team and with multicultural groups.
• Ease of public speaking, oral expression, handling of technical presentations.
• Ability to stay for long periods in unpopulated areas of the archipelago and carry out frequent field work.
• Not have physical or other impediments to carry out prolonged efforts in the field (difficult working conditions in the field).

**Terms**

The Assistant will work under the supervision of the CDF Natural History Collections Coordinator. The selected candidate will have his / her work base at the Charles Darwin Research Station on Santa Cruz Island, Galapagos Archipelago, Ecuador.
The employee is expected to work 40 hours per week, starting at 07:45 - 12:30 and 14:00 - 17:15. This schedule may change due to certain activities, such as travel and others.

The employee will faithfully follow the rules and Procedures Manual of the CDF, as well as carry out their work strictly following the rules and regulations of the Galapagos National Park.

The salary will be fixed according to the qualifications of the candidate. Benefits include private health insurance and 30 calendar days of annual leave.

How to apply

Applicants must send the following documents via e-mail to: pro.seleccion@fcdarwin.org.ec already patricia.jaramillo@fcdarwin.org.ec (General coordinator of the natural history collections).

- Letter of interest, describing your skills according to the minimum requirements for this position (half a page for each requirement)
- Curriculum vitae
- Three professional references (names and email addresses).