



Grahamstown Foundation

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Association incorporated under Section 21 Registration Number 1969/000009/08

15 July 2010

Dear Applicant

Director: Scifest Africa

Thank you for your enquiry relating to this vacancy.

In addition to this covering letter please ensure that you have downloaded and noted the attachments numbered 1 through 4 if you are applying for this position.

Although an application does not entitle every candidate to an interview, it is important to note the following as it may affect your decision to apply.

Please read through the enclosed/attached "2. Job Profile - Scifest Africa Director" carefully. It will be referred to in detail during the interviewing process should you be selected to be interviewed.

Please ensure that you submit your application with a CV and the details of **at least three** referees whom we may contact.

Closing date for applications: Friday 6 August 2010

Interviews will take place between 9 – 25 August and may be telephone or face-to face interviews. Ideally short listed candidates should be prepared to present themselves in Grahamstown to be interviewed.

Shortlisted candidates will be asked to prepare and present a 10 minute oral presentation to the selection panel with the following title: "My understanding of Scifest Africa and its role in the public understanding of science".

Only short listed candidates will be asked to prepare presentations. A digital copy of the presentation will be requested prior to the final interview. The presentation should not be accompanied by electronic or other visual aids.

Each interview will last approximately 50 minutes.

A remuneration package is negotiable based on relevant track record, the extent to which the successful candidate fits the job profile, and a prescribed budget.

The Grahamstown Foundation reserves the right not to proceed with the appointment of the post. An application in itself will not entitle an applicant to an interview or appointment and failure to submit an official Foundation application form, or to meet the minimum requirements of the post, will result in applicants immediately disqualifying themselves from consideration.

If you have not heard from us by 25 August 2010, please regard your application as unsuccessful, and accept our thanks for making yourself available.

Attached please find the relevant information for the position of the **Director: Scifest Africa**.

1. Advert Scifest Africa Director
2. Job Profile - Scifest Africa Director
3. Grahamstown Foundation Application Form (all candidates are required to complete this form)
4. Additional information to application Scifest Africa Director (all candidates are required to complete this form)

Applications can be faxed to The Executive Director at 086 548 4441, or emailed to executive.director@foundation.org.za

Louisa Clayton
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