ISF Recruitment Frequently Asked Questions (FAQ’s)

Do I need to address the selection criteria?
Yes, the selection criteria are used by the selection panel to assess all candidates. If you do not address the selection criteria your application will not be read by the selection panel. Please see the separate document on Addressing Selection Criteria. The recruitment process at ISF is very competitive, for example last year for the research assistant role we received over 300 applications, so it is very important to address the selection criteria to the best of your ability.

Which position should I apply for?
ISF tends to organise the recruitment for positions in rounds, meaning that often there are a few positions advertised at the same time. We are frequently asked which position a candidate should apply for. You as the applicant should read through the position descriptions, and apply for the role which is most relevant and applicable to your skill set. Should you wish to apply for more than one role, you will need to submit separate applications for the separate roles and address the selection criteria for each role that you apply for. If you are thinking of applying for the Research Assistant role, please see question “Do I need to have a degree to apply for the Research Assistant role?”.

Should I apply for more than one position?
If you meet the requirements and are interested in applying for more than one position, you will need to do separate applications for each position.
The reason for this is that the selection panel are often different for the different positions. Also to provide a fair and consistent selection process, the selection criteria are used to benchmark applicants.

Do I need to have a degree to apply for the Research Assistant role?
You must have a degree to apply for the Research Assistant role. The idea of this role is that the position is for graduates. A guideline for candidates is: if you finished your undergraduate degree less than one year ago, or if you have just completed a Masters degree, then this role may be relevant.

Is the Research Assistant role based on age?
No, the selection of the Research Assistant candidate is based on merit, not in any way on age.

Are these positions full-time or part-time?
These positions are full-time; however, candidates who would prefer to work part-time may also apply. Please indicate your preference and availability (the number of days per week and any specific days) in your cover letter.