

The Msunduzi and Ncome Museums, situated in Pietermaritzburg and Nqutu, an agency of the Department of Arts and Culture, are looking for suitably qualified persons to fill the following positions:

## DEPUTY DIRECTOR : NCOME MUSEUM RE-ADVERTISEMENT

### Ncome Museum, Nquthu

**Salary: R664 426.57 per annum (all-inclusive package) (Level 11) (Ref. DD-MM)**

**Requirements:** 2 A Bachelor's degree or equivalent in History, Anthropology or Sociology • An unendorsed, valid Code B driver's licence • 10 years' work experience in the field of administration and managing staff, experience in a non-profitmaking cultural organisation or related institution • Knowledge of fund accounting and general fiscal practices, including grants administration • Knowledge of legal aspects of museum operation and human resource procedures • Knowledge of office and museum equipment, data processing systems, physical plant management, security, visitor and accommodation facility services.

**Recommendation:** A postgraduate qualification in History, Anthropology and Sociology.

**Duties:** Reporting to the Director, the successful candidate will be responsible for: • Overall management of the museum • Performance management • Project management • Risk management • Strategic planning • Financial supervision • Ensuring adherence to the PFMA and Treasury Regulations • Conducting ad hoc research.

**Enquiries:** Dr M. Ngubane, tel. (033) 394-6834/5

## SENIOR FINANCE OFFICER

### Msunduzi Museum, Pietermaritzburg

**Salary: R296 646.12 per annum (Level 8) (Ref. SFO-MM)**

**Requirements:** • Bachelor's degree in Accounting and Finance • 3 years' experience in a similar role, with proven working experience in finance and supply chain management • A high level of competency in MS Office • Good knowledge of supplier or third party management software • Good verbal and written communication skills • The ability to deal with people at all levels • An interest in purchasing management • An understanding of the PFMA and other legal frameworks, including Treasury Regulations and Guidelines • A valid Code B driver's licence.

**Recommendation:** Knowledge of Pastel Accounting and Information Technology.

**Duties:** • Manage the entire supply chain process • Develop and implement the supply chain strategy • Design a cost-effective supply chain, aligned to strategic objectives and meeting customer and client requirements • Develop and implement logistics project plans • Develop and implement key supplier strategies appropriate for different supplier relationships.

**Enquiries:** Ms T Khumalo, tel. (033) 394-6834/5.

## GRAPHIC DESIGN OFFICER

### Msunduzi Museum, Pietermaritzburg

**Salary: R193 485.94 per annum (Level 6) (Ref. GDO-MM)**

**Requirements:** • A Grade 12 certificate or equivalent and a 3-year Bachelor's degree in Graphic Design or Visual Communication • 5 years' relevant work experience • Excellent knowledge of and ability to use Adobe Creative Suite/Cloud or Corel Draw Graphic Design Software (ie Adobe Photoshop, InDesign, Illustrator and/or Corel Draw Suite) and Microsoft Office Suite • A strong portfolio of work demonstrating a high degree of creativity • The ability to work independently and in teams • The ability to manage time and meet deadlines • The ability to develop concepts and create mock-ups of design ideas • Fluency in English and isiZulu or Afrikaans • Good verbal communication skills and the ability to deal with people at all levels • A valid Code B or C1 driver's licence.

**Recommendations:** Experience in and knowledge of museum standards and practice.

**Duties:** • Plan, design, undertake desktop publishing of and produce exhibitions, publications, signage and graphics • Take photographs and videos as required • Maintain the archive of the Exhibition Department's digital images and artwork.

**Note:** The Officer may be required to drive to Ncome and work after hours if needed.

**Enquiries:** Mr B Mdluli, tel. (033) 394-6834/5

**Benefits:** Salary, pension, funeral cover, medical aid, housing subsidy/housing allowance, 13th cheque and UIF.

All applications, quoting the relevant reference number, should be forwarded to the Director, Msunduzi and Ncome Museum, PO Box 998, Pietermaritzburg 3200 or hand delivered at 351 Langalibalele Street (Longmarket), Pietermaritzburg. Applications must include a covering letter, detailed CV, names and contact details of 3 traceable referees, and recently certified copies of ID, driver's licence and all qualifications. Faxed or e-mailed applications will not be accepted.

The Museum is an equal opportunity, affirmative employer.

**Closing date:** 31 May 2019

Should you not be contacted within 4 weeks after the closing date, kindly consider your application unsuccessful. The Museum reserves the right not to make an appointment.