

**RE: ADVERTISEMENT**

**Head of Department: Research, Information and Collections (LEVEL 10)**

**Centre:** PIETERMARITZBURG

**Salary:** R480 546.12 per annum

**Ref:** HOD: RIC

**Essential Requirements:** Master's Degree (full research) in History or a related field ( eg Anthropology or Heritage Studies) with a minimum of 5 years proven work experience as well as; experience and knowledge in the care and management of museum/archival collections; computer literacy (MS word, excel); management experience, and valid code 8 (B/EB) driver's licence.

**Recommendation:** The above essential requirements including a qualification in museum studies/heritage studies and/or at least two years' experience at a managerial level in a museum or heritage institution.

**Duties include:**

- Responsibility for leading, managing, planning and reporting on all aspect of the Research, Information and Collections (RIC) Department including: staff, projects, resources and assets.
- Planning and controlling the departmental budget.
- Responsible for administrative and reporting functions related to the department.
- Curation of exhibitions.
- Project management, organising and participating in events and conferences.
- Production and editing of publications.
- Overseeing the management of the Museum's collections inclusive of processing and documentation of all museum, library and archival items.
- Overseeing preservation and conservation activities.
- Facilitating implementation of audit requirements related to the RIC Department.
- Oversee digitization projects, databases, and record systems.
- Development, updating and monitoring of Disaster Plans and Risk Registers.
- Undertake research field work, audience research and produce own research.
- Delivering presentations and papers.
- Edit and write a variety of academic and non-academic articles, and texts.
- Undertake various marketing and communication functions including online and social media.
- Driving to various places including Ncome Museum.

This is a senior level post. Shortlisted applicants may be required to undergo work sample and/or psychometric testing.

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

**NB: Successful candidate must be prepared to work irregular hours, travel to Ncome Museum and work over weekends and holidays for special events/programmes.**

**Closing date:** 01 November 2021 at 16:00 **Enquiries:** contact Mrs N. Mchunu on 033 394 6834/5/6.

**an agency of the**

Department of Sport, Arts and Culture

Applications must be forwarded to: The Director: Dr M Ngubane: uMsunduzi Museum, PO Box 998, Pietermaritzburg, 3200 or hand-delivered to uMsunduzi Museum, 351 Langalibalele Street, Pietermaritzburg, 3201 or **Email:** [trainee@msunduzimuseum.org.za](mailto:trainee@msunduzimuseum.org.za) ( **please quote Ref No: HOD: RIC** )

Applications must be accompanied by a covering letter, a detailed CV with three traceable referees and recently certified copies of: ID, driver's license, and all qualifications. Late and faxed applications will not be accepted.

***NB: Those who previously applied are encouraged to re-apply***  
***The Museum is an equal opportunity, affirmative employer.***