

RE: EXTENSION OF THE CLOSING DATE

The uMsunduzi and Ncome Museums situated in Pietermaritzburg and Nquthu, an agency of the Department of Sport, Arts and Culture are looking for a results-oriented person with proven research ability, and experience in undertaking tasks requiring good organisational skills and a high degree of accuracy.

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

Center: 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 10 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.

an agency of the

Department of Sport, Arts and Culture

Education and Museum Outreach Officer – Heritage and arts (LEVEL6)

Centre: Pietermaritzburg

Salary: R216 446.28 per annum

Ref: Educ/Outreach

Essential Requirements: **Grade 12 with National certificate** in community development NQF level 5, National Diploma in Tourism Management or an equivalent qualification in community development, **2 years' experience of working** within a museum or heritage environment implementing outreach programmes directed at empowerment of youth and women and children, a valid driver's licence: code B or C1 with minimum 2 years driving experience, **Computer Literacy with knowledge of** Microsoft office applications (Outlook, Word, Excel, Access and PowerPoint, fluency in two languages: Isizulu and English/Afrikaans, **Good verbal and written communication skills.**

Duties

To develop and facilitate education and outreach hands-on programmes (e.g. through art, craft and use of herbs) working with local people and other creative professionals,
To plan and organise and host events to commemorate national holidays,
To manage the museum herb garden and develop programmes related to the use of herbs,
To develop children and family friendly holiday programme,
To develop and maintain links with CBOs, NGOs and general public from diverse backgrounds to promote the outreach programmes,
To deliver outreach programmes in new areas and various platforms to increase museum footprint,
To support delivery of formal and informal programmes for schools and other groups,
To participate in promotional activities planned by stakeholders to promote the museum's work,
To implement educational programmes of to enhance visitor enjoyment, understanding and widen participation in the museum's services
To deliver education programmes engaging young people, children and adults in creative and heritage opportunities
To compile monthly reports and maintain filing related to the post,
writing press releases and articles for newsletters and undertake marketing activities using various media including social media and other platforms

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

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

Closing date: 30 July 2021 at 16:00

Enquiries: contact Mrs N. Mchunu on 033 394 6834/5/6. Email: trainee@msunduzimuseum.org.za

Emailed applications are also accepted, kindly quote relevant REF NO on the subject line of your email

an agency of the

Department of Sport, Arts and Culture

Applications must be forwarded to: The Director: Dr M Ngubane, quoting relevant reference number for the post, uMsunduzi Museum, PO Box 998, Pietermaritzburg, 3200

or hand-delivered to uMsunduzi Museum, 351 Langalibalele Street, Pietermaritzburg, 3201.

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.

The Museum is an equal opportunity, affirmative employer.