



The KwaZulu-Natal Museum is one of the largest and leading Heritage Institutions in the country. It is dedicated to serving the people of South Africa by interpreting, collecting and exhibiting material evidence of the cultural and natural world, in order to increase knowledge, understanding and appreciation of our nation's rich heritage. In order to properly drive its strategic objectives, the KwaZulu-Natal Museum invites applicants for the following positions:

### **ASSISTANT DIRECTOR: EXHIBITIONS**

**SALARY: Negotiable between level 9-10 of Public Service Employees**

**Responsibilities:** To advise management on policy matters relating to development & management of exhibitions at the Museum • to develop strategy for all exhibitions projects for the Museum • to manage & develop operation procedures for all exhibition projects • to liaise with relevant stakeholders regarding specific exhibitions development • to plan, develop & implement approved strategies for funding for exhibitions & other operational needs as necessary • overall monitoring of departmental budget & reporting accordingly • to co-ordinate the functions of the Display Focus Group • to liaise with other departments (Education & Research, etc) regarding planning and implementation of projects • to collaborate with other learning and heritage institutions regarding the development of permanent & travelling displays • to work with PRO regarding marketing of exhibitions, including web page content, display opening & advertising • to identify & ensure incorporation of relevant educational information in all displays • to ensure sound management of staff & operations of line function.

**Requirements:** A relevant degree in Arts, Graphic Design or Project Management, extensive knowledge and experience relating to exhibitions and creation of displays that meet generally accepted Museological standards or address critical questions pertinent to the heritage sector • computer skills, knowledge of required systems to generate funds, develop outreach projects and communicate with various stakeholders are essential • understanding role & implementing PPPs, budgetary process and basic aspects of financial management are also requirements • other skills include good planning, administration, interpersonal & conflict resolution skill • good writing, presentation, communication & organizing skills • a very good understanding of the local government system and its operation especially around the communities that the Museum should be targeting is needed • valid Code EB drivers licence.

### **RESEARCH TECHNICIAN: NATURAL SCIENCES (ENTOMOLOGY)**

**SALARY: Negotiable at level 7 of Public Service Employees**

The KwaZulu-Natal Museum Research Technicians safeguard, curate & manage relevant collections, a priceless national asset, & facilitate use of and access to those same collections.

**Responsibilities:** On-going monitoring of general well-being of entomological collections • processing and sorting of new acquisitions and material collected during field research • ensuring that collection storage is based on established classification • integration of new acquisitions and returned loans into the main collection • providing logistical and technical support to KwaZulu-Natal Museum researchers and visiting scientists; undertaking scientific illustration for research projects and assisting scientists with field research • maintaining a Specify database of the collection and ensuring that all new acquisitions are digitised before integration into collections; maintaining an electronic database of all material loaned from the collection • responding to requests for loan of material for scientific study; liaison with research staff regarding material to be loaned; completing all relevant loan paperwork and packaging material for posting • providing external and internal clients with authoritative information within the area of expertise • assist with the production of African Invertebrates, one of scholarly journals published by the KwaZulu-Natal Museum, and with outreach initiatives. **Requirements:** A bachelors degree in Zoology/Entomology will be considered as minimum requirement, ideally coupled with relevant experience the position requires a good working knowledge of collections management procedures & protocols, together with some discipline-related knowledge of the relevant research field • understanding the role of museum research ability to handle minute & brittle specimens sound familiarity with word processing, databasing & graphics software such as MS Word, Access, Excel, Specify and Adobe Photoshop/Adobe Illustrator is essential expertise in graphics, scientific illustration (digital and/or pen and ink drawings) and plate preparation is an advantage good writing and communication skills valid Code EB drivers licence.

### **RESEARCH TECHNICIAN: HUMAN SCIENCES**

**SALARY: Negotiable between level 6-7 of Public Service Employees**

The KwaZulu-Natal Museum Research Technicians safeguard, curate and manage relevant KwaZulu-Natal Museum collections, a priceless national asset and facilitate use of and access to those same collections.

**Responsibilities:** On-going monitoring of general well-being of relevant collection • processing and sorting of new acquisitions and material collected during field trips • ensuring that collection storage is based on established classification • integration of new acquisitions and returned loans into the main collection • providing logistical and technical support to KwaZulu-Natal Museum researchers and visiting scientists; undertaking scientific illustration for research projects and assisting scientists with field research, in the preparation of manuscripts, in the production of KwaZulu-Natal Museum journals and in outreach initiatives • maintaining an electronic database of the collection and ensuring that all new acquisitions are digitized before integration into collection; maintaining an electronic database of all material loaned from the collection • responding to requests for loan of material for scientific study; liaison with research staff regarding material to be loaned; completing all relevant loan paperwork and packaging material for posting • providing external and internal clients with authoritative information within the area of expertise • participation in institutional and outreach programmes. **Requirements:** A tertiary qualification in relevant field (e.g. Archaeology and/or Anthropology) • a good working knowledge of the relevant research field • an understanding of the role of museum research • sound familiarity with word processing, databasing & graphics software such as MS Word, Access, Excel & Adobe Photoshop is essential • expertise in graphics, scientific illustration (mostly pen and ink drawings) & plate preparation is an advantage • good writing & communication skills • valid Code EB driver's license.

### **EDUCATION OFFICER**

**SALARY: Negotiable at level 6 of Public Service Employees**

The KwaZulu-Natal Museum Education department develops & undertakes education programs for learners in order to enhance their understanding of heritage & its role. The Department also assists in the development of skills for the advancement of young people. **Responsibilities:** Museum Education: Develop & implement appropriate museum-based educational programmes, utilizing objects & audio visual resources for General Education & Training & Further Education & Training learners, tertiary students & educators, in line with Curriculum Assessment Policy Statement (CAPS) & the National Curriculum Statement (NCS) • Conduct after-school programmes to help redress the educational imbalance in previously disadvantaged communities: (In-house) Responsible for developing, running & administering museum after school programmes (such as the Sabalala Nolwazi Club) • Develop new audiences (customers): Develop holiday & other in-house craft, art, skill & knowledge based programmes to stimulate & develop activity-based learning to gain new audiences • Work with other institutions: Share skills, resources & materials with other institutions to more effectively promote cultural and natural heritage education • Collaborate with other Museum departments: To promote the mission of the Museum • Departmental administration: Assist the Head of Department in preparing departmental budget & in compiling relevant reports • Assist with gallery guiding & support Information Officers • Keep up with the evolving methods in museum-based education through reading & participating in conferences & workshops • Assist with special activities, workshops & other outdoor activities. **Requirements:** Appropriate degree or national diploma in teaching coupled with relevant experience • Further training in cultural or natural history will serve as an advantage • Understanding of NCS & CAPS Policies • Understanding of museum education & use of its resources • Lesson planning & presentation skills. Computer literacy, good writing, communication & organizing skills • Valid Code EB driver's license.

### **LIBRARY ASSISTANT**

**SALARY: Negotiable between level 4-5 of Public Service Employees**

The KwaZulu-Natal Museum has one of the largest research libraries in South Africa, with some of the finest specialist collections in Africa. Our rich collections of printed, photographic & audio-visual material have been built up carefully since the formal inception of the Museum in 1903 (& prior to this, from 1850, when the early Museum was part of the Natal Society). The Library collections are focused on the research needs of the Museum staff & are regional, national & international in nature. **Responsibilities:** General library duties & maintenance: maintaining of the newspaper-cutting index, dealing with post & incoming material, processing of materials, assisting with library queries, shelf reading, shelving of materials, photocopying • Information Provision: providing assistance with specific research queries from researchers, public & library users • Photograph Collection Management: creation & maintenance of photograph collection database. scanning & labelling of photographs. Processing of orders for prints. Deal with queries relating to collections • Recording Statistics: record all statistics relating to library use, queries attended to, photocopies made, newspaper cuttings, captured photographs, book repairs, binding • Library Collections Maintenance: ensuring that photographs are sorted and handled in a proper manner • Repairing & binding (re-binding) books when necessary. **Requirements:** Matric certificate with relevant experience • A tertiary qualification and a valid code EB driver's licence will serve as an advantage.

### **MAINTENANCE OFFICER - CLEANING**

**SALARY: Negotiable at level 2 of Public Service Employees**

The purpose of this post is to ensure that all public areas are properly cleaned and to provide general and semi-skilled services regarding the maintenance of the Museum's public areas. **Responsibilities:** To ensure proper cleaning of all Museum's public areas • To provide general and semi-skilled services regarding maintenance of the Museum's public areas • To undertake other maintenance tasks that relate to the work of the department. **Requirements:** Matric certificate is required • Ability to communicate in Basic English and IsiZulu • An interest in training and an ability to attend training to increase general knowledge of varying aspects of the job.

### **SECURITY OFFICER (2 POSTS)**

**SALARY: Negotiable at level 2 of Public Service Employees**

The purpose of this post is provision of security to the Museum. Oversee compliance with security measures by all staff and visitors to the Museum. **Responsibilities:** Safety of Museum property, staff and visitors • Transparency and accountability for being at the Museum after hours • Compliance with safety regulations • Secure Museum. **Requirements:** Matric certificate and a Security Certificate are required • Ability to communicate in Basic English and IsiZulu • An interest in training and an ability to attend training to increase general knowledge of varying aspects of the job.

### **EXHIBITIONS OFFICER**

**SALARY: Negotiable at 6 of Public Service Employees**

The purpose of this position is to assist in the design, development, production and maintenance of displays at the KwaZulu-Natal Museum as directed by a supervisor. **Responsibilities:** Planning and producing exhibitions by undertaking work in the following fields: fine art, graphic design, model making, photography, interactive technologies & or film making • display maintenance and upgrading • collaborate with staff through public programs and skills training. **Requirements:** A three year degree/diploma in the Arts (Fine Art, Graphic Design, interior decorating, animation or film-making) • a lower qualification will be accepted as a minimum requirement if accompanied by extensive practical knowledge of exhibits development • a valid Code EB driver's license. A portfolio is required should you be invited for an interview.

Applications should be either posted or hand delivered to: **The Deputy Director: KwaZulu-Natal Museum, 237 Jabu Ndlovu Street, Private Bag 9070, Pietermaritzburg, 3200.** The closing date for the submission of all applications is 21 December 2012. No late applications will be accepted. Please send a covering letter stating the position you are applying for, a detailed resume with a list of references and certified copies of your identity document and all qualifications. Further enquires regarding these positions can be directed to the HR Officer: Lungani Ntombela at 033-3410520. KwaZulu-Natal Museum will enter into correspondence with short-listed candidates only. If you have not heard from us by 25 January 2013 please consider your application to have been unsuccessful. It is the responsibility of each candidate who has been invited to the interview to avail themselves. The Museum will consider failure to attend the interview on the given interview date as lack of interest in the position. No faxed application will be accepted. **The KwaZulu-Natal Museum is an equal opportunity affirmative action employer, whose aim is to promote representativity in all levels of occupational categories in the institution. PLEASE NOTE: The KwaZulu-Natal Museum reserves the right not to make an appointment.**