



in the footsteps ...

NELSON MANDELA MUSEUM

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in the footsteps ...
Department of Arts and Culture

The Nelson Mandela Museum operating in two sites, Bhunga Building, Qunu has a dynamic and enviable opportunity to serve South Africa, as a steward of a living legacy, to share and learn the true story of Nelson Mandela in context, in ways that inspire and empower people.

The Museum invites applications from suitably qualified, committed, competent and experienced South Africans to serve as **Security, Facilities and Logistics Manager**. This is an opportunity to help create a caring value driven heritage institution of knowledge and excellence. This position will be situated primarily in Bhunga Building of the Nelson Mandela Museum but services all sites mentioned above and reports to the Chief Financial Officer.

POSITION: SECURITY, FACILITIES AND LOGISTICS MANAGER

Remuneration Package: R460 000- R520 000 CTC

POSITION REQUIREMENTS:

- A Matric Certificate
- Plus relevant post Matric qualification, e.g. Diploma or relevant degree in Security Management/ Logistics.
- Excellent understanding of Minimum Information Security Standards (MISS).
- Excellent understanding of the Minimum Physical Security Standards (MPSS).
- Good knowledge and understanding of electronic security systems, as well as Legislation and Security Services in the Public Service.
- Registered with appropriate Security Industry Body/ies. (Grade "A")
- Knowledge of SABS, NOSA, and Building Regulations.
- Knowledge of Public Sector Procurement and SLA Management.
- Knowledge of high value asset security essential, key point protection experience a major advantage.
- Knowledge of the area in which the Museum operates.
- Knowledge on facilities, logistics and ICT will be added advantage
- Computer skills in at least MS Office (MS Word, Excel and MS-Project) are necessary.
- 5 years' knowledge and experience of which 3 years in management level within the SFL environment.
- A Valid Driver's license is compulsory.

KNOWLEDGE AND SKILLS:

- Attention to detail but also the ability to see the implications for the bigger picture.
- A good understanding of security (including safety and BCP) issues within the organization such as the Museum.

- Ability to assess risks and take or recommend appropriate action or mitigation.
- A good knowledge of the use of information technology.
- A working knowledge of technical security systems.
- Good interpersonal skills.
- Ability to delegate appropriately in order to deliver effective results.
- A high standard of communication and problem solving skills and a high level of visitor care.
- Good presentation skills and comfortable to speak in front of large groups of people.
- Able to prepare clear and concise report.
- Able to research and analyze complex situations and produce reports with recommendations for senior staff.
- Good communication skills, both written and verbal. Excellent computer skills. Excellent problem-solving skills.
- A good understanding of equality issues within an organization such as the Museum.
- Punctual, professional with ability to work under pressure.

Diverse relevant experience including:

- Security and high value asset protection
- Security assessments, security planning (physical and information), management systems
- Facilities and logistics management and information technologies
- Occupational health and safety
- Experience of managing Service Level Agreements in security and facilities
- Knowledge of the public sector supply chain management framework
- As many elements of the security value chain as possible
- Knowledge of building regulations and infrastructure quality control systems

Attributes

- Demonstrable commitment to customer service and teamwork
- Sophisticated discreet mature individual with integrity
- Preventative security approaches
- Fit and proper person
- Security clearance or ability to obtain one within 6 months of assumption of duties

KEY PERFORMANCE AREAS AND RELATED REPOSIBILITIES:

The appointee will be required to give special attention to delivery of the following:

1. Security Management

(a) Implementation of the Nelson Mandela Museum Strategy and the Development of Policies and Procedures to support the strategy.

- Assess security risks and ensure that proportionate measures are in place to protect visitors, staff, buildings, collections, assets and reputation.

- Ensure that each layer of security is audited and maintained to an appropriate level.

(b) Be responsible for the operational delivery and communication of Security Policy:

- Ensure that the manned security contract delivers to the best possible standard and efficiency.
- Ensure the correct mix of security staff to provide maximum security and efficiency.
- Ensure that the Security Team provides guidance and assurance to staff and develops a reputation for operational excellence.
- Develop a culture of security awareness and practice throughout the whole of the Museum.
- Ensure that operational security decisions are correctly recorded and stored, with due regard to sensitivity and information security.

(c) Implementation of the Museum's disaster preparedness strategy, the development of policies and procedures to support the strategy:

- Assist the review of Emergency response and business continuity plans and ensure that they are current, proportionate and relevant.
- Ensure that they are accessible to those who need to know.

(d) Deliver an Operational Security Team for the Museum:

- Ensure that professional security staff are positioned and trained to provide operational excellence.
- Ensure that the operational security team provides the Museum with improved flexibility to respond to changing demands and capitalize on commercial opportunities.
- Establish a duty team to lead on operational security issues, direct assets and resources to prevent and respond to incidents.
- Inspire confidence and provide reassurance for staff and visitors.
- Ensure that the team has effective management, communications, resources, training and resilience.
- Assist the establishment of a single point of contact and an accessible centralized system for intelligence and administration, protected by appropriate security and support by appropriate resources.
- Manage the resources of the team in accordance with policy and guidance.

(e) Ensure effective management of contracts:

- Ensure that contracts for security services and systems are efficiently and effectively managed on a day-to-day basis.
- Ensure that weaknesses and breaches are reported upwards.
- Recommend changes to the contracts and delivery of services to provide modern innovative services supporting Museum targets and objectives.
- Hold regular meetings with the service providers and ensure that reports are prepared to assist the Security Director during contract review meetings.

2. Facilities Management

- Ensure that the facility is operating as it should on a daily basis.

- Dealing with emergency issues that arise
- Formulating plans for the future in line with strategic business objectives.
- Creating plans for replacements and repairs.
- Project manage, supervise and coordinate the work of contractors.
- Ensure buildings meet health and safety requirements and that facilities comply with legislation.
- Check that agreed work by staff or contractors has been completed satisfactory and follow up on any deficiencies.
- Respond appropriately to emergencies or urgent issues as they arise and deal with the consequences.
- Deal with all SFL projects.

3. Logistics Management

- Render an equipment and vehicle management service
- Organize storage and distribution of products
- Overseeing purchasing and distribution of products in supply chain
- Address visitor issues and complaints
- Contract management

4. Information Technology

- Plan, lead, guide, direct, monitor and oversee the –
 1. provision of an integrated ICT Service to the Museum;
 2. adoption of up-to-date good practices in rendering ICT services to the Museum;
 3. adoption of adequate ICT safety and security measures;
 4. adoption of responsible end user protocols;
 5. adoption and management of a conferencing facility; and
 6. adoption and maintenance of a Museum Website.

Interested individuals who meet the requirements should submit their applications accompanied by accurate CV with three months certified copies of certificates under a covering letter clearly marked **“SFL MANAGER VACANCY”**

to: **The Human Resources
Nelson Mandela Museum
P.O Box 52808
Mthatha
5099**

Or email your application with the subject matter **“SFL MANAGER VACANCY”** to hr@nelsonmandelamuseum.org.za or hand deliver to:
Nelson Mandela Museum, Corner Owen Street and Nelson Mandela Drive, Bhunga Building, Mthatha, 5099. **No faxed applications will be accepted.**

All enquiries are to be directed to: The Human Resources Unit, MR M Msongelwa at 047-501 9507.

Closing date for applications is 27 June 2018 at 16:h00

Applications received after closing date will not be considered.

Correspondence will only be entered with short-listed candidates.

All successful candidates will undergo pre-employment screening and vetting.

NMM embraces the principles of Employment Equity Act no 55 of 1998 as amended.

NMM reserves the right not to appoint.

P.P. 

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B Tyhulu (Mr)
Chief Executive Officer