



in the footprints ...

NELSON MANDELA MUSEUM

Bunga Building, Owen Street, Mthatha, South Africa | P O Box 52808, Mthatha, 5100, South Africa
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The **Nelson Mandela Museum** in two sites, Bhunga and Nelson Mandela Youth and Heritage Centre (Qunu) has a dynamic and enviable opportunity to serve South Africa 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 a **Manager: Collection and Exhibition**. This is an opportunity to help create a caring value driven heritage institution of knowledge and excellence. The successful candidate will be based in Mthatha, Eastern Cape.

RE-ADVERTISEMENT

POSITION: Manager-Collection and Exhibition

Remuneration Package: R536 575 CTC

PURPOSE OF THE POSITION: To render a Collection and Conservation Service.

KEY PERFORMANCE AREAS:

- To ensure the correct museum procedures are followed in the collections processes (acquisition, accessioning, de-accessioning, cataloguing, labelling, correspondence records, storage and location records, restoration, conservation loans, treatments etc)
- Oversee the conservation and adherence to museum standards, exhibition, storage facilities and other curatorial housekeeping for Nelson Mandela Youth and Heritage Centre (Qunu) and Bhunga Building
- To develop strategies and procedures to ensure the safety and security of items in the museum collections.
- To make the collections accessible to the public by contributing to the development of exhibitions, educational programmes, and other special projects.
- To develop, interpret heritage related policies and library and archive and review whether the policies are still relevant and comply with current requirements
- Manage and care for the permanent museum exhibitions, incoming and outgoing loans and oversee their installation for both Nelson Mandela Youth and Heritage Centre and Bhunga building
- Manage and coordinate with other institutions the movement and safety of traveling exhibitions

- Manage the planning, administrative functions and access to museum library and archive
- Manage the organisation and coordination of dialogues nationally and internationally
- Assist with Museum events and operations as necessary and ad-hoc duties as assigned

Minimum Requirements:

- Matric coupled with a minimum of 3year Degree/ diploma in Museums, Heritage, Anthropology, Conservation, Archives or Related Field
- Minimum 3 years' museum-related experience; of which 2 or more years should be in the relevant field.
- Registration with SA Museums Association and Heritage Management Forum will be an added advantage.
- Knowledge of Museum standards and practice.
- Knowledge of Management and Conservation of Museum Collection.
- Knowledge of GRAP 103
- Knowledge of PFMA
- Good communication skills (written and verbal).
- Computer Literacy (MS Word, Excel, PowerPoint, etc).
- Valid driver's license.

The **Manager: Collections and Exhibitions** is accountable to the **Senior Manager: Heritage and Conservation** for the above-stated duties.

Interested individuals who meet the requirements should submit their CV's with certified copies of Identity Documents and qualifications that are not older than **three months** under a **covering letter clearly marked "Manager: C&E Vacancy"** to:

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

Or email your application with the subject matter **"Manager: C&E Vacancy"** to hr@nelsonmandelamuseum.org.za or hand deliver to: Nelson Mandela Museum, Nelson Mandela Drive and Corner Owen Street, Bhunga Building, Mthatha, 5099. **No faxed applications will be accepted.**

All enquiries are to be directed to: The Human Resources Unit, Ms. Yoleka Khumelwana at 047-501 9522.

Closing date for applications is Tuesday, 28 December 2021 at 16:h00

Applications received after closing date will not be considered.

Correspondence will only be entered with short-listed candidates.

All shortlisted 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.

A handwritten signature in black ink, appearing to read 'B Tyhulu', is positioned above a horizontal dotted line.

B Tyhulu, (Mr)
Chief Executive Officer