



in the footsteps ●●●

NELSON MANDELA MUSEUM

Bunga Building, Owen Street, Mthatha, South Africa | P O Box 52808, Mthatha, 5100, South Africa
Telephone: +27 (0) 47 501 9500 | Facsimile: +27 (0) 047 532 3345
Email: info@nelsonmandelamuseum.org.za | www.nelsonmandelamuseum.org.za



The Nelson Mandela Museum, with four sites namely Bhunga building, Nelson Mandela Youth and Heritage Centre in Qunu, O.R. Tambo Garden of Remembrance and Ngquza Hill Memorial has dynamic and enviable opportunities to serve South Africa, as stewards 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 **SNR MANAGER HERITAGE & CONSERVATION**.

This is an opportunity to help create a caring value driven heritage institution of knowledge and excellence.

POSITION: SENIOR MANAGER HERITAGE & CONSERVATION

REF: Snr Mng H&C 6/2024

Remuneration Package: R1,022,913 - R1,228,137 p.a. (Total Cost to Company)

Term is a 3-year FIXED-TERM contract.

PURPOSE OF POSITION:

The purpose of the job is to enhance strategic alignment at Nelson Mandela Museum in order for the organisation to grow and fulfil its mission, vision and strategic goals as a multi-layered cultural institution.

Reporting to the Chief Executive Officer, the incumbent will be responsible:

- To ensure that the strategic goals and objectives of the Heritage Department are aligned with NMM's mandate; and
- To provide outstanding leadership for the department to deliver services and functions in accordance with the organisation's strategic objectives, policies, budgets, asset management plans and statutory requirements.

Key Performance Areas:

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

- **Strategic Leadership:** Provide visionary leadership to the department, guiding its strategic direction and initiatives.
- **Process and Infrastructure Enhancement:** Enhance internal processes and infrastructure to ensure the efficient operation of various departmental units.

- **Performance Reporting:** Prepare comprehensive performance reports and support the CEO in presenting these to the Council, Department of Sports Arts & Culture, Treasury, Parliament, and other relevant platforms.
- **Strategic Management:** Lead strategic management efforts in alignment with the requirements and standards of a National Museum.
- **People Management and Staff Development:** Play a pivotal role in managing personnel and fostering staff development within the department.
- **Financial Management:** Ensure robust financial management in compliance with the Public Finance Management Act (PFMA), Treasury regulations, and other relevant financial guidelines.
- **Heritage and Research Oversight:** Oversee heritage and research activities, including collections management, conservation, and related compliance. Ensure adherence to environmental management protocols and public heritage education policies.
- **Policy and Compliance Management:** Develop and oversee policies ensuring compliance with national and international legislation and protocols.
- **Performance Management and Evaluation:** Implement effective performance management and evaluation systems within the Heritage Department of the NMM.
- **Strategic Plan Implementation:** Oversee the execution of the NMM's Strategic Plan and Annual Performance Plans.
- **Ethics and Standards Compliance:** Ensure adherence to the museum's code of ethics and standards, particularly regarding museum and site maintenance, visitor management, interpretation, collections, and exhibitions.
- **Strategic relationship building:** Develop and maintain relationships with relevant stakeholders.
- **Strategic partnerships:** Establish and foster strategic partnerships.

Experience and Skills requirements:

1. Diverse relevant experience in heritage management and development
2. Report and business proposal writing skills
3. Interpersonal communication skill
4. Up-to-date knowledge of Museum practices and theories applied in Heritage sectors.
5. Commitment to and understanding of Heritage transformation in the South African context and International.
6. Understanding of the multiple values and legacy of Nelson Mandela represents.
7. Demonstration of evidence of leadership skills and ability to lead and guide people.
8. Experience and commitment to working in a democratic ethos, and
9. Minimum code 8 driver's licence is a must.
10. Strong evidence of stakeholder management and engagement

Requirements:

- An Honours Degree in Social Sciences or Anthropology
- Post Graduate Diploma in Heritage Management and Development
- Strong research skills in heritage transformation and development
- In-depth knowledge of collections management and conservation standards and requirements
- Broad knowledge of heritage resources protection, preservation and promotion

- 3-5 years working in a museum environment and heritage management
- Clear understanding of National and Heritage Resources Act No 25 of 1999
- Adeptness in museum-oriented software packages will be an advantage.

Interested individuals who meet the above requirements should submit their applications using the details provided below in sealed envelopes accompanied by an updated CV and certified copies of qualifications, with a covering letter clearly marked **REF: H&C 6/2024** to:

The Human Resources Manager

Nelson Mandela Museum

P.O Box 52808

Mthatha

5099

Email:

HR@nelsonmandelamuseum.org.za

OR Hand deliver to: Human Resource Office

Nelson Mandela Museum.

Bhunga Building

Corner Owen Str and Mandela Dr

Mthatha

FAXED APPLICATIONS WILL NOT BE CONSIDERED BY NMM.

Correspondence will be limited to the short-listed candidates only.

Applicants with a foreign qualification must submit a SAQA evaluation report of their qualifications. The NMM reserves the right not to fill this advertised position.

The NMM is an equal opportunity, affirmative action employer committed to the achievement and maintenance of representativity (race, gender and disability). The NMM fully subscribes to the principles of Employment Equity, and these principles will be applied in the appointment for these positions. Preference will be given to South African citizens. All shortlisted candidates will be subjected to competency assessment.

For all inquiries, contact **Ms Y Tshiki** at **047 501 9522**

Closing date: **12 July 2024**



.....
VG Booi (Dr)

Chief Executive Officer