

KNYSNA MUNICIPALITY



Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:

MUSEUM CURATOR
Library and Museum
DIRECTORATE COMMUNITY SERVICES

TASK GRADE: 11
R 236 520 to R 306 888 (Basic Salary)
R 362 720 to R 453 607 (Cost to company)
Applicable Municipal benefits will apply

PERFORMANCE AREAS:

- Research – to ensure that requests from the public regarding research are dealt with and that accurate and updated information is available
- Educational projects – to ensure assistance is available to help gather information that is required to successfully complete educational tasks
- Maintenance of buildings and their content – to ensure they are in a suitable condition for public safety and viewing
- Accessioning of donations- to ensure that everything is recorded properly with all necessary information pertaining to the objects
- Organizing archival material
- Arrangement of displays
- Administration
- Financial management
- Responsible to manage the departments human resources to ensure sound HR practices and labour relations
- Training for self and staff to ensure job performance is improved
- Ensure the security of the Museum buildings as well as its contents
- Liaise with the public

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

B degree in Museum & Heritage Studies
Valid Code drivers licence
Proven Computer literacy (MS Word, Excel, Power point)
2 years' previous association with historical societies
Effective communication skills in at least two of the three Western Cape official languages
Methodical thought processes and procedures
Good physical health

All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an Coloured or Indian or African, Indian Male if a suitable candidate in that category can be identified.

DIRECTION TO CANDIDATES:

All applicants **MUST** complete a Knysna Municipality application form. Applications must be accompanied by a comprehensive CV with certified copies of qualifications (**not older than 3 months**), copies of training, experience, competency and previous employment record. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

Application forms are obtainable from Reception at the Main Municipal Offices in Clyde Street, Knysna and the Municipal website: www.knysna.gov.za. Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: knysna@knysna.gov.za.

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates.

CLOSING DATE: 11 APRIL 2018

K CHETTY

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.