

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 the nation's rich heritage. In order to properly drive its strategic objectives, the KwaZulu-Natal Museum invites applicants for the following positions:

## RESEARCH TECHNICIAN, MOLLUSC COLLECTIONS

**Salary: Negotiable at level 8 of Public Service (DPSA) salary scales**

**KEY RESPONSIBILITIES:** augment and maintain mollusc collections • respond to loan requests and manage loans • assess needs of the Department of Natural Science (DNS) and assist with the development of annual budget • procure curatorial materials • assist curatorial staff with field research • maintain exhibits mounted by DNS • assist with training and supervision of DNS assistants • assist DNS and visiting researchers • assist with DNS and museum outreach programmes.

**REQUIREMENTS:** Minimum of BSc in zoology/entomology • a valid driver's license • knowledge of relevant collection management procedures, and protocols of curation • a good working knowledge of zoological diversity and classification, particularly relating to the molluscs of southern Africa • knowledge of the KwaZulu-Natal Museum collection of molluscs • experience in zoological collection management and working with molluscs would be an advantage.

## SUPPLY CHAIN MANAGEMENT OFFICER

**Salary: Negotiable at level 8 of Public Service (DPSA) salary scales**

**KEY RESPONSIBILITIES:** Ensure that an effective mechanism is in place to conduct needs assessment, including categorised commodities, and alignment with the budget and strategic plan • ensure that market and sector analysis are conducted in accordance with the KwaZulu-Natal Museum policies and procedures aligned to best practices process • ensure that preferential procurement goals are determined in accordance with Museum policies and procedures, and compliant with applicable legislative requirements • administer the process of drafting specifications / terms of reference and special conditions of contract • ensure effective use of the Central Supplier Database (CSD) in accordance with the Museum's policies and compliant with the applicable

legislative requirements • verify and source documents and place orders with suppliers • distribute goods to relevant end users in terms of specific handling requirements • administer the disposal of goods process • conduct annual SCM risk assessment and development of the SCM risk universe and risk response plan.

**REQUIREMENTS:** A Supply Chain Management (SCM)/Accounting/Finance Diploma or Certificate rated at NQF Level 5 or an equivalent relevant qualification, coupled with practical working experience within the Supply Chain Management function • valid driver's license • knowledge in Supply Chain Management, Logistics and Purchasing Management • a good working knowledge for Pastel Accounting and computer literacy • knowledge of the Public Finance Management Act (PFMA), treasury regulations and guidelines • SCM performance management • contract management and inventory management.

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Applications should be directed to: The Chief Human Resources Officer, KwaZulu-Natal Museum. They can be hand delivered to 237 Jabu Ndlovu Street, Pietermaritzburg, 3201; or posted to Private Bag 9070, Pietermaritzburg, 3200. The closing date for the submission of all applications is Friday, 6 November 2020 at 12:00pm.

No late applications will be accepted. Please send a covering letter stating the position you are applying for, a detailed CV with a list of references and certified copies of your identity document, driver's license, and all qualifications. Further enquiries regarding these positions may be directed to the Human Resources Officer, Mrs. Lindiwe Molefe, at 033 345 1404. The KwaZulu-Natal Museum will enter into correspondence with short-listed candidates only.

It is the responsibility of each candidate who has been invited to the interview to avail himself or herself. The Museum will consider failure to attend the interview on the given interview date as lack of interest in the position. No faxed or emailed applications 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.

**The KwaZulu-Natal Museum reserves the right not to make an appointment.**



an agency of the  
Department of Sports, Arts and Culture