

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:

## MAINTENANCE OFFICER – EXHIBITIONS

**Salary: Negotiable at level 4 of public service employees**

The purpose of this position is to ensure that all public areas, exhibitions and collections are properly maintained and to provide general and semi-skilled services to the functions of the Exhibitions Department

### KEY RESPONSIBILITIES:

To ensure proper maintenance of the Museum's public areas and exhibitions • To undertake physical tasks such as painting, carpentry and construction • To provide semi-skilled services to the Museum • To monitor the state of Museum display areas.

**REQUIREMENTS:** A matric certificate • Further training in technical fields such as carpentry, electrical, painting, etc. or relevant experience is also required • An interest in further training and ability to undertake training to increase general knowledge of varying aspects of technical support is needed for this position • These include training in specialist conservation cleaning, first aid, basic electricity, plumbing, carpentry, welding, etc. • Ability to carry out physical tasks at certain points of the day, as the incumbent will be expected to undertake activities such as bending, lifting and stretching in the course of their duties • Awareness of relevant health and safety procedures, and the ability to work both alone and in a team is required • A valid code EB driver's license.

## MAINTENANCE OFFICER - TECHNICAL

**Salary: Negotiable at level 4 of public service employees**

The purpose of this position is to ensure that all public areas, exhibitions and collections are properly maintained and to provide general and semi-skilled services to the functions of the Technical Department.

### KEY RESPONSIBILITIES:

To ensure proper maintenance of the Museum's public areas and exhibitions • To undertake maintenance tasks that relate to the work of the Technical Department • To provide semi-skilled services to the Museum • To monitor the safety and security of Museum collections and other assets.

**REQUIREMENTS:** A matric certificate • Further training in technical fields such as carpentry, electricity, painting, etc. or relevant experience is also required • An interest in further training and ability to attend training to

increase general knowledge of varying aspects of technical support is needed for this position • These include training in specialist conservation cleaning, first aid, basic electricity, plumbing, carpentry, welding, etc. • Awareness of health and safety procedures, and the ability to work both alone and in a team are imperative • A valid code EB driver's license is required.

## MAINTENANCE OFFICER – CLEANING

**Salary: Negotiable at level 2 of public service employees**

The purpose of this position is to ensure that Museum facilities are properly cleaned and to provide relevant general and semi-skilled services.

### KEY RESPONSIBILITIES:

To ensure proper cleaning of all Museum's facilities • To provide general and semi-skilled services regarding maintenance of the Museum • To undertake other relevant maintenance tasks that relate to the work of the Technical Department.

**REQUIREMENTS:** A matric certificate • Ability to communicate in basic English and IsiZulu • An interest and the ability to undertake training to increase general knowledge of varying aspects of the job • Possession of specialist heritage conservation cleaning skills will be advantageous, but is not a requirement • Awareness of relevant health and safety procedures, and the ability to work both alone and in a team is required.

Applications should be directed to: The Chief Human Resources Officer, KwaZulu-Natal Museum. They can be emailed to [recruitment@nmsa.org.za](mailto:recruitment@nmsa.org.za); or 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 Wednesday, 18 August 2021 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 where applicable, matric certificate and all other qualification, if any. 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 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

