

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:

CHIEF CURATOR / CURATOR - MOLLUSCA

Salary: Negotiable at level 12 (Chief Curator) or 10 (Curator) of Public Service Employees

Key Responsibilities: Generate new knowledge regarding the southern African marine molluscan fauna • Publish original research papers in peer-reviewed scientific journals • Strengthen local partnerships and international research links • Publication of field guides and popular articles • Generate research funding • Augment KwaZulu-Natal Museum Mollusc collection • Acquire generalised and specialised expertise relating to departmental collections • Improve effectiveness of collections management • Contribute to the Museum's exhibitions and public outreach programmes • Contribute to broader institutional goals.

Additional Responsibilities for Chief Curator: Provide junior research staff with advice and guidance i.r.o. collections management and research projects • Facilitate and supervise further training and post-graduate studies of research staff • Interact with national and international research community, advise government departments, serve on scientific review and evaluation panels (e.g. NRF) and contribute to professional societies.

Requirements for Chief Curator: PhD in relevant field, with considerable experience, evidence of an active independent research programme, with at least five years' research experience, publication record and curatorial experience • Experience and proven record in attracting independent research funding • Broad discipline-based knowledge is essential, plus a high level of expertise in the relevant research field, both practical and intellectual • Good writing, presentation, communication and organising skills • Valid driver's license (Code EB).

Requirements for Curator: Minimum M.Sc. or a B.Sc. (Hons) in the relevant field • Understanding of modern systematic theory and practice • Some knowledge relating to the Phylum Mollusc, including taxonomy, systematics, biogeography and biology • Good writing, presentation and communication skills • Some knowledge of curation, collection management and databasing would be advantageous • Valid driver's license (Code EB).

FINANCE AND PROJECTS OFFICER

THREE (3) YEARS FIXED-TERM CONTRACT

Salary: Negotiable at level 10 of Public Service Employees

Key Responsibilities: Develop accounting practices that respond to policies and procedures that comply with the requirements of the Public Finance Management Act, Act 1 of 1999; the Generally Recognised Accounting Standards; the Government Immovable Asset Management Act, Act 19 of 2007 and Treasury Regulations as promulgated from time to time • Develop a comprehensive organisational infrastructure budget, including the mid-term budget, and implement sound financial management systems that align to the overall Museum budget • Provide financial management support i.r.o. budget planning and reporting that include infrastructure projects • Promote adherence to relevant legislation, policies and implementation thereof • Support the Finance and Administration Department in the preparation of Annual Financial Statements in line with the GRAP reporting framework and PFMA • Ensure the

implementation of the Heritage Assets Valuation Policy as well as accounting and disclosure procedures • Provide technical accounting support on GRAP 103: Heritage Assets with regards to the preparation of Annual Financial Statements as well as interim financial reports • Provide project management services to ensure successful implementation of ad-hoc projects • Monitor and evaluate SCM processes and report on compliance with SCM guidelines, framework and accounting standards.

Requirements: BCom or B Accounting/Diploma in Financial Management • 5-10 years' experience in a project management role • Knowledge of GRAP, Treasury Regulations/PFMA, Accounting Systems • Experience in the development of strategic plans, budgeting and preparation of AFS • Understanding of government reporting framework and deadlines • Valid driver's license (Code EB).

ADMINISTRATIVE SUPPORT OFFICER

THREE (3) YEARS FIXED-TERM CONTRACT

Salary: Negotiable at level 5 of Public Service Employees

Key Responsibilities: Assist with the administration work of the Director and Deputy Director • Ensure proper planning and communication documents between Museum Council, Council sub-committees and the Director • General administrative tasks: assist Director's PA & Council Secretary with creation and maintenance of an electronic archival database of official documents; assist Human Resources Division in maintaining updated records of HR related transactions to ensure statutory compliance • Assist Human Resources Division with relevant periodical reporting related to the learning and development activity • Provide clerical assistance in the performance management and development system for the institution •

Requirements: NQF level 6 office administration or other equivalent qualification • Computer literacy, minute taking, administrative skills, organisational skills, time management, verbal and written communication, basic project management skills • Must be someone who is motivated, a team-player, pays attention to detail and is flexible.

Applications should be directed for the attention of: **The Chief Human Resources Officer, and posted to Private Bag 9070, Pietermaritzburg, 3200;** or hand delivered to 237 Jabu Ndlovu Street, Pietermaritzburg, 3201. **The closing date for the submission of all applications is Friday, 27 May 2022 at 12:00pm.** No late applications will be accepted. Please send a signed covering letter stating the position you are applying for, a detailed CV with a list of references and copies of identity document, driver's license where applicable, matric certificate and all other qualifications if any. Copies of the supporting documents (i.e. identity document, driver's license, matric certificate and all other qualifications) need not be certified. Shortlisted candidates will however be required to provide certified copies of required documents on the date of the interviews. **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 Sport, Arts and Culture