

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 applications for the following position:

MAINTENANCE OFFICER – CLEANING

Technical Department

Salary: Negotiable between R107 196 – R 126 270 per annum (Level 2 of Public Service Employees). Other benefits include a 15% Pension Contribution, Medical Aid (Optional), Service Bonus, Housing Allowance, etc.

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: Ensure proper cleaning of all Museum facilities • Maintain general neatness of meeting venues for management meetings • Ensure readiness of the venues before and after meetings, including checking up during meeting intervals to ensure all is still in order with regards the cleanliness of the venues • Serving of refreshments and beverages for management meetings when required • Providing general and semi-skilled services regarding maintenance of the Museum • 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 ability to undertake training to increase general knowledge of varying aspects of the job • Willingness to undergo training on specialist heritage collections cleaning and care and other identified training is 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 posted to Private Bag 9070, Pietermaritzburg, 3200 or hand delivered to 237 Jabu Ndllovu Street, Pietermaritzburg, 3201. **The closing date for the submission of all applications is Friday, 05 May 2023 at 12:00pm.** No late applications will be accepted. Please send a signed covering letter stating the position you are applying for and a detailed CV with a list of contactable references. Only shortlisted candidates will be requested to bring certified copies of qualifications and related documents on or before the day of the interview. NB: Failure to comply with the above instructions will disqualify applicants.

Further enquiries regarding these positions may be directed to the Human Resources Officer, Mrs. Lindiwe Molefe, on 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