

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, and promote skills development amongst the youth of KwaZulu-Natal, the KwaZulu-Natal Museum invites applicants for the following 12 months internship opportunities:

TOUR GUIDE x 4

STIPEND: R5 000 per month

REQUIREMENTS: National Diploma/ Bachelor Degree in Tourism Management or related field.

Duties: Gallery guiding, monitor security in public spaces, provide information about Museum and displays to the public and schools and participate in any other related duties of the department.

ENVIRONMENTAL MANAGEMENT

STIPEND: R5 000 per month

REQUIREMENTS: National Diploma/Bachelor Degree in Environmental Management or related field.

Duties: Conduct environmental education programmes, assist in the planning of educational programmes, participate in environmental outreach programmes and undertake any other related duties in the department.

SALES AND MARKETING

STIPEND: R5 000 per month

REQUIREMENTS: National Diploma/Bachelor Degree in Marketing or other related qualification. Good understanding of the latest marketing trends and techniques, excellent verbal and written communication skills, must have a passion for marketing, outstanding multitasking abilities, computer literate and must be active on multiple social media platforms.

Duties: Market research – obtain customer research and prepare regular analysis, assist with the planning and hosting of marketing events, contribute ideas towards marketing strategies to promote the Museum, assist with front desk duties, support the marketing team with administrative tasks.

DIGITAL ARTIST

STIPEND: R5 000 per month

REQUIREMENTS: National Diploma/Bachelor Degree in Digital Arts or related field.

Duties: Capturing and editing of video content and the creation of interactive digital content, and any other related functions as delegated by line management.

HEALTH & SAFETY

STIPEND: R5 000 per month

REQUIREMENTS: National Diploma/Bachelor Degree in Safety Management/SAMTRAC or NEBOSCH Qualification rated from NQF Level 5 or other relevant qualification.

Duties: Monitoring and assessing hazardous and unsafe situations, inspect the Museum premises to ensure it is a hazard-free environment, promote safe practices in the workplace, responds to employees' safety, and any other related functions as delegated by line management.

Applications should be directed to: The Chief Human Resources Officer, KwaZulu-Natal Museum. Applications 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 applications is Thursday, 15 June 2023 at 12:00pm. No late applications will be accepted. Please include a signed covering letter stating the intervention you are applying for, a CV with a list of references and copies of your identity document, matric certificate and relevant National Diploma/Bachelor Degree. The supporting documents need not be certified. However, shortlisted candidates will be required to provide certified copies of the required documents at the interview stage. Applicants need to also attach proof of residential address indicating that they reside within the KwaZulu-Natal region. Any false information and/or misrepresentation in the application will lead to an automatic disqualification of the applicant or removal from the programme, if discovered at a later stage. 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. Successful candidates may be placed at different institutions, but may remain under the supervision of the Museum. No faxed applications will be accepted. If you have not heard from the Museum within two months of the closing date then please consider your application to be unsuccessful.

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