

COMMUNITY AND EMERGENCY SERVICES CLUSTER
EDUCATION OFFICER

REF NO: 44001142

PARKS RECREATION AND CULTURE UNIT
LIBRARIES AND HERITAGE DEPARTMENT

R236 382.84/R306 837.48 pa

Grade 11

Job Purpose:

To provide a museum and gallery related education service for educational institutions and the public.

Key Responsibility Areas:

- Prepares and delivers educational presentations, lectures and talks both in the museum and when required externally.
- Conducts visits of schools groups, organises educational programmes for visitors and special interest group meetings/excursions.
- Assists Principal Education Officer with training of volunteer guides and promotes the facilities of the museum as the need arises.
- Prepares the content of educational material for schools, allied organisations and interested individuals; and maintains the relevant database.
- Organises holiday programmes like films, lectures and workshops and conducts or facilitates talks using current technology e.g. Power Point Presentation.
- Networks with other educational organisations in conjunction with the Principal Education Officer.
- Advises the Principal Education Officer on educational matters.
- Writes press releases and formative text relevant to the museums / gallery.
- Keeps abreast with trends in the field of museum / gallery education.

Essential Requirements:

- Relevant 3 year tertiary qualification (Fine Arts or History).
- Valid motor vehicle drivers license (Code B).
- 3 Years relevant experience.
- 4 Years relevant experience in a museum environment.

Special Conditions:

1. 40 hour - 5 day week. 2. May be required to work after hours and weekends.

To apply go to www.durban.gov.za and click on e-careers link – closing date is Friday, 2016-08-05.

COMMUNITY AND EMERGENCY SERVICES CLUSTER
EDUCATION OFFICER

REF NO: 44000134

PARKS RECREATION AND CULTURE UNIT
LIBRARIES AND HERITAGE DEPARTMENT

R236 382.84/R306 837.48pa

Grade 11

Job Purpose:

To provide a museum and gallery related education service for education institutions and the public.

Key Responsibility Areas:

- Prepares and deliver educational presentations and implements education programmes.
- Produces museum related educational publications and materials and maintain an up to date address list of schools and educational stakeholders.
- Organises holiday programmes.
- Networks with other educational organisations in conjunction with the Principal Education Officer.
- Keeps abreast with trends in the field of museum/gallery education.
- Contributes to planning new exhibitions, attends and assists with the set up and organisation of events such as exhibitions.
- Monitors the safety and security of visitors and the museum.
- Makes collections accessible through various projects.
- Develops dynamic educational programmes and conducts visitor studies.
- Works with groups of people and celebrates important days in the National Calendar.

Essential Requirements:

- Relevant 3 year tertiary qualification (History or Anthropology).
- Valid motor vehicle driving license (Code B).
- 3 Years relevant experience.
- Computer literacy.

Preferred Requirements:

- Ability to converse fluently in isiZulu and English.
- Official relevant Kwa-Zulu Natal tourism registration.
- 4 Years relevant experience.

Special Conditions:

1.40 hour-5days week. 2. May be required to work after hours and weekends. 3. Must be prepared to work with people of all ages and backgrounds (religious, cultural, economic, disabled etc).

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COMMUNITY AND EMERGENCY SERVICES CLUSTER

RESEARCH OFFICER

REF NO: 44000084

PARKS RECREATION AND CULTURE UNIT
LIBRARIES AND HERITAGE DEPARTMENT

R236 382.84/R306 837.48 pa

Grade 11

Job Purpose:

To provide task driven research for the Local History Museums and to undertake various curatorial tasks.

Key Responsibility Areas:

- Undertakes all tasks related to the collection of primary research material.
- Organises, arranges and conducts field trips.
- Ensures all systems associated with the safety and security of artefacts is maintained.
- Accepts or rejects offers of objects.
- Accession collected and donated objects.
- Researches the authenticity of collections and makes the results of this research available.
- Monitors and stores collections accordingly.
- Attends to public enquiries.
- Plans and budgets for approved research projects.
- Participates in the educational and outreach activities of the museum.
- Provides advice and assistance to enhance the collections.
- Implements and plans collection policies.
- Networks with relevant organizations and people.
- Keeps abreast with accepted museum practice and utilize new information.
- Ensures all computer systems are maintained and that the incumbents research material and data is backed up.

Essential Requirements:

- Relevant 3 year tertiary qualification, i.e. Diploma or Degree.
- Valid motor vehicle drivers license (Code B).
- 3 Years relevant experience.

Preferred Requirements:

- Post graduate qualification in History or Sociology.
- 4 Years relevant experience

Special Conditions:

- May be required to work after hours or on weekends.

To apply go to www.durban.gov.za and click on e-careers link – closing date is Friday, 2016-08-05.

COMMUNITY AND EMERGENCY SERVICES CLUSTER

SUPERVISOR (BOAT AND SITE)

REF NO: 44000184

PARKS RECREATION AND CULTURE UNIT
LIBRARIES AND HERITAGE DEPARTMENT

R200 238.72/R259 920.48pa

Grade 10

Job Purpose:

To plan and supervise the operations at the Port Natal Maritime Museum including the technical management of maintenance projects of all floating and static exhibits.

Key Responsibility Areas:

- Ensures the safety of staff and visitors at Port Natal Maritime Museum.
- Responsible for the ongoing maintenance and cleanliness of the Port Natal Maritime museum, ensuring that cleaning and maintenance tools and equipment are controlled.
- Liaises with the Maritime authorities, contracts or employees engaged in the restoration and maintenance work.
- Supervises subordinates, directs and keeps records of visiting groups and deals with general enquiries from the public.
- Supervises the cleaning of the galleries, offices, storerooms and opens and closes the museum.
- Receives deliveries, certifies validity thereof and reports on electrical, plumbing, security and other faults and breakages.
- Attends to all the alarm systems at the museum and patrols the public galleries.
- Provides input for annual budget for the museum and monitors budget expenditure.
- Supervises the movement of museum objects, laundry and assists in the preparation of public functions.
- Reports to the Curator factors that could negatively impact on the preservation of artefacts.
- Monitors the movement of artefacts and assets at the Port Natal Maritime museum and ensures vessels are securely moored at all times.
- Writes reports, maintains records and assumes responsibility for the administration and functioning of the Maritime Parking car park.

Essential Requirements:

•Matric/Grade 12 plus relevant qualification within the Maritime/Ship Building/Ship Repair industry or an equivalent qualification. •Valid motor vehicle driver's license. •2 Years relevant experience.

Preferred Requirements:

•Relevant 3 year tertiary qualification i.e. National Diploma or Degree within the Maritime/Ship Building/Ship Repair industry. •3 Years relevant experience.

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