

INTERNAL/EXTERNAL ADVERTISEMENT

DITSONG: Museums of South Africa is an equal opportunity employer. It is a PFMA SCHEDULE 3A public entity under Department of Arts and Culture. It seeks to appoint suitable people with relevant experience and qualifications to the following posts on a casual term contract.

Casuals Workers are needed for the following positions:

1. Collection Attendants
2. Guides
3. Cashiers
4. Auxiliary Assistants
5. Senior accounting clerk

Remuneration: As per DMSA casual work rate for not more than 100 hours per month

Collection Attendant

Qualifications and experience requirements: Grade 12, one (01) year experience in hazards and specialised cleaning OR five (05) to eight (08) years of relevant experience in hazards and specialised cleaning.

Essential skills: Basic English, written and verbal. Ability to work with chemical cleaning agents. Ability to move, clean and lift objects:-

Essential attitude/values: accountability, attention to detail, government policy direction, records management, attention to detail.

Main purpose of the post: Preserve house and household, and education collections of DMSA.

Duties: Preserve house and household and education collections of DMSA. Inspect house and exhibitions, implement pest control measures to ensure visitors friendly and a secure display. Control objects on display and maintain educational objects. Assist with minor repairs and service of items. Assist with the preparation of educational and public programmes and maintenance of educational objects. Assist with catering and preparations/cleaning of crockery as per event.

Guide

Qualifications and experience requirements: Grade 12 and 2-3 years of experience as a guide; or Tourism Guiding Certificate minimum NQF level 2; or Provincial Cultural Guiding Certificate NQF level 4; or teachers' qualification.

Good command of English and Afrikaans; or good command of English and Northern Sotho; or good command of English and Isizulu; good verbal and written skills for presentations to schools and general public.

Essential skills: Excellent communication skills; ability to present informative and entertain tours; good interpersonal skills and enthusiasm; ability to work with groups, adapt to people and circumstances and work under pressure; ability to work during the week, weekends and public holidays.

Main purpose of the post: Provides cultural or historical information about a museum's collection to visitors via organised walk-throughs of the location

Duties: Present educational programmes, house and site tours; assist with the preparation for the educational tours; assist with events and in-house marketing; answer enquiries on the Museums history, collections, facilities and general activities; ensure that the Museum is visitor friendly.

Senior Accounting Clerk

Qualifications and experience requirements: A Grade 12 certificate coupled with an appropriate, recognised diploma with 3-5 years' experience in financial and clerical administration or 8 years of relevant experience. Drivers licence will be an added advantage.

Essential criteria: The successful incumbent must have a good financial and administrative skills; good communication skills, both verbal and written; computer literacy; ability to work under pressure; good interpersonal skills.

Main purpose of the post: To perform cashiers' duties and provide general clerical support services.

Duties: Assist with the daily unlocking and locking of Museum; responsible for fixed asset; responsible for purchase and accounts payment; assist with shop stock taking; management of museum vehicle log sheets; HR Administration and general office administration; collection and banking cash; monitoring and collating of financial data; responsible for in-coming and out-going post; manages the supplies; responsible for phones, fax, photocopy, clock and till machines; attends to bookings for schools and facilities; general supervision and authorising work.

Administrator (Cashier)

Qualifications and experience requirements: Grade 12 Certificate; 12 Months administration /clerical experience in reception/switchboard; or working and operations of a shop and a cash register.

Essential skills: Good command of English language; verbal and written communication skills; good interpersonal and sales skills; honesty; ability to work from Monday to Sunday including, public holidays; basic knowledge of how to balance and count money; ability to balance the cash against the Z4 slips; ability to speak one other language.

Main purpose of the post: Answering to customer inquiries, accepting customer returns, and counting the money in the cash drawer.

Duties: Manage the reception area and keep the reception area tidy; answer telephone, take messages, transfer calls to relevant persons; answer enquiries and assist visitors when required; assist with bookings and process admissions fees, safe keeping and balancing of income, keep up the visitor numbers; responsible for selling and recording of shop product; assist with general administration in the office; assist when the administration officer is on leave or sick.

General worker/Cleaner

Qualifications and experience requirements: Grade 12 with one-year experience in cleaning and maintenance.

Grade 12 certificate coupled with 12 months with domestic's skills of cooking and cleaning; or three years' relevant experience.

Grade 12 certificate coupled with 12 months' animal care experience skills; or three years' relevant experience.

Essential skills: Basic English verbal and written skills; knowledge of cooking and cleaning; knowledge of animal care; good interpersonal skills; knowledge of basic cleaning materials and maintenance materials; ability to work with cleaning agents; ability to use the following equipment: - weed-eater, drive-on mower; a billy goat, lawn mower, and edge trimmer; physical ability to bend, kneel and pick up equipment for planting, weeding and digging up ground; must be able to work at least three times a week.

Main purpose of the post: To provide efficient cleaning and auxiliary services within the DMSA offices and ensure a well maintained work environment for employees and visitors alike.

Duties: Clean buildings, Clean public toilets, clean site, assist with the preparation clearing and cleaning of equipment for public programmes; assist with repairs and maintenance of site.

Prepare for the presentation of the educational bread baking programme and the clearing and cleaning after presentation. Prepare and oversee bread baking and the clearing of the baking oven. Clean Museum facilities and assist with maintenance of site.

Provide animals with food and water and take to grazing area if required; oversee that animals receive correct food and quantity; clean kraal and overnight areas/rooms and food store rooms, check food and order when required; check animals' condition and report injury /illness, check and report animal numbers; assist with the preparation for the presentation of educational animal programmes and clearing, assist with the site maintenance.

Written application letter with comprehensive curriculum vitae, certified copies of qualifications and three contactable references (their e-mail address & telephone or cell phone numbers), should be posted to P.O. Box 4197 Pretoria 0001 OR hand delivered to: DITSONG: Museums of South Africa Head Office: Ga-Mohle Building, 70 Church Street Pretoria Attention: Ms Nancy Monnakgotla. No faxed and e-mailed application will be considered.

Closing date and time: 15 October 2019 at 16H00pm

Shortlisted candidates may undergo competency assessments and personnel suitability check such as criminal record, credit record checks, citizenship, qualification verification and employment record and casual guide's communication skills will be tested during a presentation on site. Application with foreign qualifications will not be considered without SAQA evaluation certificate.

Male and female Coloured, Indian, African females and people living with disabilities are encouraged to apply.

Enquiries: Ms Nancy Monnakgotla

DMSA reserves the right not to make an appointment. If you do not receive any response within a month of the closing date, please accept that your application has been unsuccessful. Regret corresponders interviewed candidates.

DITSONG: Museums of South Africa
Incorporating

DITSONG National Museum of Natural History, DITSONG National Museum of Cultural History, DITSONG National Museum of Military History
DITSONG Kruger Museum, DITSONG Pioneer Museum, DITSONG Sammy Marks Museum, DITSONG Willem Prinsloo Agricultural Museum, DITSONG Tswaing Meteorite Crater

Members of the Council: Ms. K. Rapoo (Chairperson), Dr. D. Konar; Ms. Y. Mashilela, Dr. A. Mdletye, Ms. V. Menye, Mr. G. Ontong, Adv. L. Nevondwe, Ms. L. Vilakazi
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