

DITSONG: Museums of South Africa (DMSA) is a Schedule 3A public entity reporting to the Department of Arts and Culture. DMSA is seeking to appoint a suitably qualified individual on a permanent employment contract for this position based at Head Office in Pretoria.

INTERNAL/EXTERNAL ADVERTISEMENT

REGISTRAR REF: DMSA01/2019

REMUNERATION PACKAGE – R388 899.46

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

Bachelor's degree. Post Graduate Diploma or Honours degree will be an added advantage.
At least 5 years' hands-on experience in museum collection database management, object packing and handling, digitisation, collections cataloguing, and accession and loan procedures.

CRITICAL SKILLS / COMPETENCIES NEEDED

DMSA business environment; Dewey decimal classification and library subject headings; Basic understanding of library database system; Collections Management/ Library operations; Professional library methods, reference resources and practices; Library databases; Attention to detail; Written communication; Oral communication; Computer literacy; Basic Information searches; Interpersonal skills; Organisational skills; Customer service.

KEY PERFORMANCE AREAS inter alia, include:

- **Documentation and record keeping;** Record the condition of a new incoming object; Assign an object accession number or identification number; Record the provenance of the object; Record the movement of the object within the museum or out on loan; Assume responsibility for and manage all the recording and record keeping of the information relevant to Heritage Assets as per the Heritage Asset Management and Accounting policies and Standard Operating Procedures of the Museum; Ensure all changes or additional information with regards to heritage assets are recorded in the Databases.
- **Acquisitions and Deaccessioning;** Ensure items are accessioned into the collection as per the requirements of the Heritage Asset Management and Accounting Policies of DMSA, the Standard Operating Procedure of the organisation and work processes; Ensure items are Deaccessioned out of the collection as per the requirements of the Heritage Asset Management and Accounting Policies of DMSA, the Standard Operating Procedure of the organisation and work processes.
- **Loans;** Act as custodian on the Heritage Asset Management Policy with regards to loans and implement the management of loans as per the policy.

- **Exhibitions:** In collaboration with curators, assist in the selection of objects for display or loan; Update the registrar to reflect the location of the object(s) displayed; Identify risk factors to the collection and advise of how to mitigate them; In collaboration with the security and facilities section of the museums, identify risk factors relating to theft and vandalism; In collaboration with the conservators, identify risk factors relating to pest and climate control; In collaboration with the Health and Safety representative, oversee the development and implementation of a disaster management policy to safeguard the collection in case of any emergency.
- **Administration:** Where required, assist with the duties of chair or secretariat for the Collections Management Committee; Maintain all collection Records and act as liaison during audits.

The application must include a covering letter, comprehensive curriculum vitae (three contactable references with e-mail, telephone or cellphone) and certified copies of qualifications. Submit application

Via Post: Ditsong Museums of South Africa
P.O. Box 4197 Pretoria 0001
Re: **Registrar**

Hand delivered to: Ga-Mohle Building, 70 WF Nkomo Street Pretoria
Attention: Ms Nancy Monnakgotla

Emailed: registrar@ditsong.org.za

Closing date and time: 18 October 2019 16h00

Shortlisted candidates shall undergo competency assessments and personnel suitability check such as criminal record, credit record checks, citizenship, qualification verification and employment record check. Application with foreign qualifications will not be considered without SAQA evaluation certificate.

This is an Employment Equity appointment.

Enquiries: Ms M Gumbi at 012 492 5744

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 correspondence will only be sent to interviewed candidates.