

**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 Ditsong National Museum of Cultural History.**

EXTERNAL ADVERTISEMENT

**MANAGER: HERITAGE ASSETS REF: DMSA/HA/2020  
REMUNERATION PACKAGE – R 733 609.34**

**QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

Bachelor's degree in Heritage Studies, Information studies, or an equivalent qualification. 5 years' experience in collections management and GRAP 103.

**CRITICAL SKILLS / COMPETENCIES NEEDED**

Knowledge of museum operations; Research methodologies; Analysis tools and techniques; Collection management; Sound understanding of relevant legislations that govern the museums and heritage sector at large; Understanding of national and international heritage environment.  
Skills in research, problem solving, communication, budgeting, coaching, mentoring, communication and facilitation.

**KEY PERFORMANCE AREAS inter alia, include:**

- **Operations Management:** Develop Strategy for Heritage Asset Management in line with the DMSA Strategic Plan and relevant legislation; Ensure that the Heritage Asset Management Policy is adhered to by the Curators; Develop the Heritage Asset Management Annual Performance Plan in line with the DMSA Annual Performance Plan in conjunction with Directors; Develop Heritage Asset Management Operational Plan in line with the DMSA Operations plan and relevant other sections plans; Oversee and manage the review of the Heritage Asset Management Policy to reflect change in legislation and other applicable regulations and industry norms and standards in consultation with Directors; In partnership with museum Directors, assist in the development and monitoring of performance agreements and operational plans by the Curators in relation to Collection Management; Provide reports as prescribed; Manage the Administration and access of the DMSA Heritage Asset Register.
- **Manage stakeholder / partner / beneficiary engagements.:** Serve as interface between Departments within DMSA, EXCO and Auditors with regards to Heritage Asset Management; Engage/interface with stakeholder/ partner/beneficiaries on mutually important issues; Develop and

implement heritage assets management change management plan; Establish protocols for stakeholder/ partner/ beneficiary engagement on the part of staff.

- **Manage the divisional environment:** Administer Collections Care and Management Programme of DMSA Collections across the DMSA museums; Provide strategic advice on the management and care of the physical collections and their significance in museums; Develop conservation plans in conjunction with Directors and Curators; Lead DMSA in the development and implementation of museums documents such as the Heritage Asset Management, Emergency Management Plans, Loan procedures, Accession/De-accession procedures, and Acquisition Procedures; Lead DMSA on the development, implementation and evaluation of Conservation Management Plans; Develop and implement procedures associated with documentation and management of information associated with heritage objects and specimens; Ensure that there is reliable data on Collection Management; Co-ordinate and manage the development of gap analysis, accession strategies and assist with the implementation thereof; Provide guidance on the collection/accession of new heritage objects/specimens in line with each collection gap analysis; Provide a comprehensive report on the verification of high value objects, random verification, impairment, loss, use of collections, loans and movement; Provide in-house refresher courses on the procedures and policies relevant to Heritage Asset Management when required; Manage the divisional environment: Contribution to achievement of targets on APP; Evaluate performance of direct reportees; Oversee implementation and monitoring of DMSA policies and prescripts; Participate in budget planning; Manage the budget and ensure compliance to the PFMA; Oversee proper planning and management of resources and assets; Provide and oversee measures to ensure the development and optimal utilisation of staff; Provide and oversee appropriate measures to ensure the morale and well-being of staff; Manage quality and standards of service providers; Establish monitoring and assessment mechanisms; Provide reports as prescribed; Risk management.

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

Submit application:

Submit application to: [heritageassets@mitsong.org.za](mailto:heritageassets@mitsong.org.za)

**Closing date and time: 11 September 2020 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 Nancy Monnakgotla at [nancy@mitsong.org.za](mailto:nancy@mitsong.org.za)

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.