

## ROBERTSON MUSEUM VACANCY

### Advert Summary

EPWP Participant: EPWP\_Audit & Digitization Project

**Recruiter: Robertson Museum Robertson, Department of Cultural Affairs and Sport, Western Cape Government**

REF: March 2024\_EPWP\_Collections Robertson Museum Robertson

EPWP Contract Post: 12 Months contract period

### Advert Details

**Directorate:** Robertson Museum, Robertson

**Closing Date:** 26 March 2024

**Enquiries:** Ms. D Coetzee Tel: 023-626 3681

**Remuneration:** The successful candidate will receive an EPWP stipend of R3240 per month in line with the EPWP framework. The successful candidate will also receive structured training as part of their contract appointment.

### Minimum requirements:

- Grade 12
- Computer literate
- A minimum of two years working experience

### Key Performance Areas:

The successful candidate will be responsible for:

- Provide assistance to the Collections Manager of the Museum and the governing body of the Caledon Museum.
- Undertake duties related to the core function of the Museum Service, including collections management duties and documentation of collections. This includes: Completion of an accurate inventory of the complete museum collection, of all artefacts on display and in storage.
- Cross-checking the inventory with the accession register/s.
- Data-capturing.
- Complete the cataloging of the collection.
- Perform other duties as required by collection Manager, This includes:
- The digitization of the collection, by photographing and scanning artefacts.
- Provide weekly and/or monthly progress reports to the Collections Manager.

### Competencies/skills:

- Good written and verbal communication skills in two of the three official languages of the Western Cape.
- Experience in administration
- Good planning and organisational skills.

### **Note:**

Only shortlisted applicants will receive further correspondence. Robertson Museum reserves the right not to make an appointment. Shortlisted candidates will be required to avail themselves at a time and date set by the Governing Body for an interview. Applications must include a current CV together with certified copies of **ID** and **academic qualifications**. Only fully completed application forms with certified copies of qualifications, certificates and identity documents will be considered.

Robertson Museum is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.

Applications are to be submitted on **fully completed Z83 forms** obtainable from any government department or [www.westerncape.gov.za/jobs/](http://www.westerncape.gov.za/jobs/) clearly indicating the position being applied for and reference number.

To be handed in at reception – Robertson Museum Robertson marked for attention **Mr B Mangiagalli – Chairperson, Museum Control Board**.

**Applications not received on or before the closing date as well as faxed or emailed applications will not be considered. Candidates who have not been contacted by 31 March 2024 must consider their applications to be unsuccessful.**

**MR B MANGIAGALLI, MUSEUM CONTROL BOARD, ROBERTSON MUSEUM, 50A PAUL KRUGER STREET, ROBERTSON, 6705**