

The Msunduzi and Ncome Museums, an agency of the Department of Arts and Culture, is looking for suitably qualified persons to fill the following positions:

CHIEF FINANCIAL OFFICER (DEPUTY DIRECTOR LEVEL): FINANCE AND ADMINISTRATION

Pietermaritzburg • Salary: R532 277.62 per annum
(all-inclusive package) (Level 11) (Ref. CFO-DD)

Requirements: • Honours or Master's degree in Accounting or Chartered Accounting • 10 years' experience in a supervisory position • Financial management • Proven knowledge of fund accounting and general fiscal practices, including grants administration • Knowledge of legal aspects of museum operation, human resource procedures and insurance requirements • Knowledge of office and museum equipment, data processing systems, asset management, risk and security management • Excellent report-writing and verbal communication skills • Computer literacy • Valid driver's licence.

Recommendation: Registered Chartered Accountant would be an added advantage.

Duties: Reporting to the Director, the incumbent will be responsible for: • Establishing financial objectives in collaboration with the Director and museum council • Financial management, including budgeting, accounting, auditing, purchasing, human resources, salaries and benefits, insurance, taxes and contracts • Operating physical plant and security • Strategic planning • Ensuring adherence to PFMA and GAAP/GRAP standards.

DEPUTY DIRECTOR: NCOME MUSEUM

Nquthu • Salary: R532 277.62 per annum (all-inclusive package)
(Level 11) (Ref. DD-NM)

Requirements: • Honours or Master's degree in History, Anthropology, Heritage Studies and extensive experience in museum/heritage type environment • 10 years' experience in a supervisory/managerial position • Financial management • Proven knowledge of PFMA • Proven experience in Human Resource Management • Ability to manage projects • Good report-writing and verbal communication skills • Computer literacy • Valid vehicle driver's licence • Be prepared to travel and work overtime, including holidays and weekends.

Recommendations: National Diploma or postgraduate qualification in Project Management would be an added advantage.

Duties: Reporting to the Director, the incumbent will be responsible for: • Overall management of the museums • Performance management • Project management • Risk management • Strategic planning • Financial supervision • Ensuring adherence to the PFMA.

DEPUTY DIRECTOR: (CORE FUNCTIONS) MSUNDUZI AND NCOME MUSEUMS

Pietermaritzburg • Salary: R532 277.62 per annum
(all-inclusive package) (Level 11) (Ref. DD-CORE)

Requirements: • Honours or Master's degree in History, Anthropology, Heritage Studies and extensive experience in museum/heritage type environment • 10 years' experience in a supervisory/managerial position • Financial management • Proven knowledge of PFMA • Proven experience in Human Resource Management • Ability to manage projects • Good report-writing and verbal communication skills • Computer literacy • Valid vehicle driver's licence • Be prepared to travel to Ncome and work overtime, including holidays and weekends.

Recommendations: National Diploma or postgraduate qualification in Graphic Design as well as experience or training in project management will be an added advantage.

Duties: Reporting to the Director, the incumbent will be responsible for: • Overall management of the museum's core functions departments (research, information, collection, exhibition, education and marketing) • Performance management • Project management • Risk management • Strategic planning • Financial supervision • Ensuring adherence to the PFMA.

Note: This post is being re-advertised.

Benefits: Salary, pension and UIF, funeral cover, medical aid, housing subsidy/allowance and 13th cheque.

Enquiries: Mr Mlungisi Ngubane, tel. (033) 394-6834/5

The Museum is an equal opportunity, affirmative employer.

All applications should be forwarded to the Director, Msunduzi Museum, PO Box 998, Pietermaritzburg 3200 or hand delivered at 351 Langalibalele Street (Longmarket), Pietermaritzburg.

CVs, names and contact details of 3 referees with recently certified copies of certificates must accompany applications. Faxed or e-mailed applications will not be accepted.

Note: Short-listed candidates will be subjected to a competency assessment.

Closing date: 10 October 2014

Should you not be contacted within 4 weeks of the closing date, kindly consider your application unsuccessful. The Museum reserves the right not to make an appointment.