



*in the footprints* ...

**NELSON MANDELA MUSEUM**

Bunga Building, Owen Street, Mthatha, South Africa | P O Box 52808, Mthatha, 5100, South Africa  
Telephone: +27 (0) 47 501 9500 | Facsimile: +27 (0) 047 532 3345  
Email: [info@nelsonmandelamuseum.org.za](mailto:info@nelsonmandelamuseum.org.za) | [www.mandelamuseum.org.za](http://www.mandelamuseum.org.za)

The **Nelson Mandela Museum** in two sites, Bhunga and Qunu has a dynamic and enviable opportunity to serve South Africa, as steward of a living legacy, to share and learn the true story of Nelson Mandela in context, in ways that inspire and empower people.

The Museum invites applications from suitably qualified, committed, competent and experienced South Africans to serve as a **Librarian**. This is an opportunity to help create a caring value driven heritage institution of knowledge and excellence. The successful candidate will be based in Mthatha, Eastern Cape.

**POSITION: LIBRARIAN**

**Remuneration Package: R352 786 CTC**

**PURPOSE OF THE POSITION:** To render a Resource Centre, Library and Archive Service.

**KEY PERFORMANCE AREAS:**

- Control and co-ordinate circulation of library and archives material.
- Maintain and develop library and archives collection.
- Coordinate and perform library and archives administration duties.
- Select material to build library and archives collections.
- Maintain stock and library and archives environment.
- Conduct Library and archives promotion programme within the community.
- Assess, arrange and describe archival collections according to recognised and prescribed (through law) archives standards.
- Coordinate and facilitate library and archive access requests by staff, researchers, research associates, and the public, and respond to inquiries.
- Categorize, organize and preserve collections of important materials ranging from photographs, drawings, memoirs, film clips, audio and video recordings, diaries, letters and other manuscripts, publications or electronic documents.
- Provide user education training to the public.
- Ensure records are available to researchers for reference.
- Research and respond to copyright and ownership issues
- Monitor and evaluate usage of the library and archives.
- Ensure compliance with the National Archives of South Africa Act No 43 of 1996

- Ensure compliance with the National Library of South Africa Act No 92 of 1998

**Minimum Requirements:**

- A minimum appropriate three (3) year tertiary qualification, majoring in Library and Information Science or any other relevant qualification, coupled with a minimum of two (2) years library and archives experience.
- Sound knowledge of Public Library administrative procedures and services (as an added advantage).
- Sound knowledge of Archival Procedures and services
- Good office administration, planning and organizational skills.
- Good communication skills (written and verbal).
- Computer Literacy (MS Word, Excel, PowerPoint, etc). Library and/or archival software programmes will be an advantage.
- Valid driver's license.

**Attributes:**

- Commitment to customer service
- Sophisticated, discreet mature individual with integrity

The Librarian is accountable to the Manager: Collections and Conservation for the above-stated duties.

Interested individuals who meet the requirements should submit their CV's with certified copies of Identity Documents and Certificates that are not older than three months under a **covering letter clearly marked "LIBRARIAN VACANCY"** to:

**The Human Resources  
Nelson Mandela Museum  
P.O Box 52808  
Mthatha  
5099**

Or email your application with the subject matter **"LIBRARIAN VACANCY"** to [hr@nelsonmandelamuseum.org.za](mailto:hr@nelsonmandelamuseum.org.za) or hand deliver to: Nelson Mandela Museum, Corner Owen Street and Nelson Mandela Drive, Bhunga Building, Mthatha, 5099. **No faxed applications will be accepted.**

All enquiries are to be directed to: The Human Resources Unit, Mrs. Yoleka Khumelwana at 047-501 9511.


**Closing date for applications is 30 March 2020 at 16:h00**

**Applications received after closing date will not be considered.**

Correspondence will only be entered with short-listed candidates.

All successful candidates will undergo pre-employment screening and vetting.

**NMM embraces the principles of Employment Equity Act no 55 of 1998 as amended. NMM reserves the right not to appoint.**

P.P.   
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**B Tyhulu (Mr)**  
**Chief Executive Officer**

