



*in the footprints* ...

**NELSON MANDELA MUSEUM**

Bunga Building, Owen Street, Mthatha, South Africa | P O Box 52808, Mthatha, 5100, South Africa

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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. Additionally, two link sites have recently been gazetted to the NMM, namely, Ingquza Hill Museum and the OR Tambo Garden of Remembrance, which are sites that expand the liberation heritage preserved, protected and promoted by the Nelson Mandela Museum as mandated.

The Museum invites applications from suitably qualified, committed, competent and experienced South Africans to serve as a **Librarian** for the NMM and its sites. 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 and may be occasionally requested to travel to the various NMM sites.

**POSITION: LIBRARIAN**

**Remuneration Package : R296 981,00 (Min) - R495 617,00 (Max)**

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

**KEY PERFORMANCE AREAS:**

- Control and co-ordinate circulation of library material.
- Maintain and develop library collections.
- Coordinate and perform library and administration duties.
- Select library material to expand the collection.
- Manage and organize library collections, including cataloguing and classification.
- Maintain stock and library and archives environment.
- Assess, arrange and describe archival collections according to recognized 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 audio visuals, publications or electronic documents.

- Provide user education training to the public.
- Organize and facilitate library-based education programmes.
- Establish e-library and expand the library content.
- Ensure records are available to researchers for reference.
- Research and respond to copyright and ownership issues.
- Monitor, evaluate and report usage of the library material.
- 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 four (4) year tertiary qualification, majoring in Library and Information Science or any other relevant qualification, coupled with a minimum of five (5) years library experience.
- Affiliated Member of LIASA
- Valid driver's license

**Attributes:**

- Commitment to customer service

**Reporting lines:**

The Librarian reports to the Manager: Collections & Exhibitions 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. The submission must be accompanied by a **cover letter clearly marked "LIBRARIAN VACANCY"** to:

**The Human Resources  
Nelson Mandela Museum  
Cnr Owen & Nelson Mandela Drive  
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 9522.

**Closing date for applications is 18 May 2026 at 16:h00**

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

Correspondence will be limited to 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.**

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**Mr M. Msongelwa CA(SA)**  
**Acting Chief Executive Officer**