



*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, with four sites, namely Bhunga building, Nelson Mandela Youth and Heritage Centre in Qunu, O.R. Tambo Garden of Remembrance and Ngquza Hill Memorial, has dynamic and enviable opportunities to serve South Africa, as stewards 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 **SENIOR MANAGER HERITAGE & CONSERVATION**.

This is an opportunity to help create a caring, value-driven heritage institution of knowledge and excellence.

**POSITION: SENIOR MANAGER HERITAGE & CONSERVATION**

**REF: Snr Mng H&C 8/2026**

**Remuneration Package: R1 233 312.00 - R1 480 747.00 p.a. (Total Cost to Company)**

**Term is a 5-year FIXED-TERM contract.**

**PURPOSE OF POSITION:**

The purpose of the job is to enhance strategic alignment at Nelson Mandela Museum in order for the organisation to grow and fulfil its mission, vision and strategic goals as a multi-layered cultural institution.

Reporting to the Chief Executive Officer, the incumbent will be responsible:

- To ensure that the strategic goals and objectives of the Heritage Department are aligned with NMM's mandate; and
- To provide outstanding leadership for the department to deliver services and functions in accordance with the organisation's strategic objectives, policies, budgets, asset management plans and statutory requirements.

**Key Performance Areas:**

The appointee will be required to give special attention to the delivery of the following:

- Provide strategic leadership to the Department.
- Enhance the internal processes and infrastructure that will enable the smooth running of various units with the Department.
- Prepare performance reports and support the CEO to present at Council, Department of Sports Arts & Culture, Treasury, Parliament, and other platforms.
- Provide Strategic management in accordance with the requirements of a National Museum.
- Play a leading role in people management and staff development.
- Ensure financial management in accordance with the PFMA, Treasury regulations etc.
- Oversee heritage & Research, Collections Management, Conservation & related compliance, Environmental management, Public heritage and education, policy development, compliance with National & International legislations and protocols.
- Implement Performance Management and Evaluation within the Heritage Department of the NMM.
- Oversee the implementation of NMM's Strategic Plan and Annual Performance Plans, and
- Ensure compliance with the museum's code of ethics and standards in respect of museum and site maintenance, visitor management, interpretation, collections, and exhibitions.

**Experience and Skills requirements:**

- Diverse relevant experience.
- Report and business proposal writing skills
- Interpersonal communication skill
- Up-to-date knowledge of Museum practices and theories applied in Heritage sectors.
- Commitment to and understanding of Heritage transformation in the South African context and Internationally.
- Understanding of the values that Dr Nelson Mandela represents.
- Demonstration of evidence of ability, leadership skills and initiatives to lead people.
- Experience and commitment to working in a democratic ethos, and
- Minimum code 8 driver's licence is a must.

**Requirements:**

- An Honours Degree in Social Sciences, Anthropology, History or any relevant qualification
- Post Graduate Diploma in Heritage Management
- Strong research skills in heritage transformation and development
- In-depth knowledge of collections management and conservation
- Broad knowledge of heritage resources protection, preservation and promotion
- 5 years working in a museum environment
- Clear understanding of National and Heritage Resources Act No 25 of 1999
- Knowledge on how the three spheres of government are working

Interested individuals who meet the above requirements should submit their applications using the details provided below in sealed envelopes accompanied by an updated CV and certified copies of qualifications, with a covering letter clearly marked **REF: H&C 08/2026** to:

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

Email:

**HR@nelsonmandelamuseum.org.za****OR Hand deliver to: Nelson Mandela Museum.****Bhunga Building****Corner Owen Str and Mandela Dr****Mthatha****FAXED APPLICATIONS WILL NOT BE CONSIDERED BY NMM.**

Correspondence will be limited to the short-listed candidates only. Applicants with a foreign qualification must submit a SAQA evaluation report of their qualifications. The NMM reserves the right not to fill this advertised position.

The NMM is an equal opportunity, affirmative action employer committed to the achievement and maintenance of representativity (race, gender and disability). The NMM fully subscribes to the principles of Employment Equity, and these principles will be applied in the appointment for these positions. Preference will be given to South

African citizens. All shortlisted candidates will be subjected to competency assessment.

For all inquiries, contact **Ms Y Khumelwana** at **047 501 9522**

Closing date: **28 August 2022**

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**M Msongelwa CA (SA)**  
**Chief Executive Officer**