

in the footsteps ●●●

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 | www.nelsonmandelamuseum.org.za



Are you passionate about South African history, culture, and the power of knowledge?

The museum invites applications from a suitable, passionate, enthusiastic, qualified, committed, competent and experienced South Africans to serve as **LIBRARIAN**. This is an opportunity to help create a caring value driven heritage institution of knowledge and excellence.

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.

POSITION: LIBRARIAN

REF: Lib 6/2024

Remuneration Package: R235 710 – R393 365 p.a. (Total Cost to Company)

- 1. Term is a 3 (three) -year FIXED-TERM contract.**

PURPOSE OF THE POSITION:

To promote use and access to Nelson Mandela Library (NMM) and Information Services and Resource Centre.

KEY PERFORMANCE AREAS:

- Create and implement a comprehensive Resource Centre Programme and Procedural Framework to manage existing archives and acquire new items.
- Regularly review and refine the framework for effectiveness.
- Assist the Manager: Collection and Conservation in preparing proposals, reports, and other documents.
- Coordinating tasks/activities and administrative duties associated with NMM Library
- Undertake procedural sequences/requirements associated with the alignment standards to meet customer objectives/needs
- Control and co-ordinate circulation of library material
- Ensure proper and systematic acquisition, organization of information and, interacting and providing library users with information
- Promote a conducive environment for access and use of NMM library material by researchers, learners, educators and NMM staff
- Classify and preserve collections of important materials on South African liberation struggle history ranging from photographs, drawings, memoirs, film clips, audio and video recordings, diaries, letters and other manuscripts, publications or electronic documents.

- Conduct and align NMM Library Outreach Programs working closely with research, education and tours unit of the museum
- Implement measures to secure collections from damage and loss.
- Assist with public tours and other educational programs.
- Assist in setting up exhibits and related events that showcase collections.
- Interpret materials and explain their historical context to the public.
- Develop and enforce Resource Centre Handling Procedures.
- 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

Qualification and Minimum Requirements:

- A three (3) year national diploma in Library and Information Sciences; or Archival Management
- Extensive experience (3 years+) in one or more of the functional dimensions in a museum setting (museum library and resource center).
- Sound knowledge of library administrative procedures and services
- Good understanding of South African liberation struggle history
- Good office administration, planning and organizational skills.
- Good communication skills (written and verbal).
- Computer Literacy (MS Word, Excel, PowerPoint, etc.). Library and archival software programmes
- Valid driver's license.

Registration Requirements: Registration with ACA or Membership of SASA will be an advantage

Attributes:

Interpersonal Skills

- **Customer Service:** Strong customer service orientation to assist researchers, students, and the general public.
- **Collaboration:** Ability to work collaboratively with museum staff, curators, educators, and other professionals.

Problem-Solving Skills

- **Innovative Solutions:** Ability to develop innovative solutions for organizing and accessing information.
- **Analytical Thinking:** Strong analytical skills to assess and improve library services and resources.

Ethical Standards

- **Integrity:** Uphold the highest standards of professional integrity and ethical conduct.
- **Confidentiality:** Respect and maintain confidentiality in handling sensitive information.

Commitment to Preservation

- **Stewardship:** A strong sense of responsibility for preserving and protecting valuable collections for future generations.

The Librarian is accountable to the Manager: Collections and 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 with a cover 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** 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, Ms. Yonela Tshiki at 047-501 9522.

Closing date for applications is 10 July 2024 at 16:h00
Applications received after closing date will not be considered.

Only shortlisted candidates will be contacted.

All selected 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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VG Boo (Dr)
Chief Executive Officer