



*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  
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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 **General Administrator**. This is an opportunity to help create a caring value driven heritage institution of knowledge and excellence. The successful candidate will be based at **Ingquza Hill Museum** in Flagstaff, Eastern Cape.

## **ADVERTISEMENT**

### **POSITION: General Administrator**

**Remuneration Package: R6 000-00 per month**

**Duration :12 months**

**PURPOSE OF THE POSITION:** To provide administrative support to the activities of Ingquza Hill Museum.

### **KEY PERFORMANCE AREAS:**

#### **Duties:**

- Render a secretariat service for the Museum activities
- Assist in monitoring and maintaining the budget for running the Museum
- Assist in requesting for quotes for services to be rendered on the site
- Facilitate and coordinate all logistical support as required
- Resource: update, communicate sites needs with management
- Information and records management services in the Museum
- Taking minutes meeting and keep records
- Track and monitor projects tasks within the Museum
- Compile monthly statistics and reports
- Welcome visitors
- Provider tour guiding services as and when required
- Perform adhoc work as required

**Attributes:**

- Commitment to customer service
- Professional, discreet mature individual
- Adherence Batho Pele principles
- Good office administration, planning and organisational skills
- Good communication skills
- Be able to speak local language and at least English language

**Qualifications**

- A National Diploma in Community development/Social Sciences or any related qualification.
- A Grade 12 or equivalent qualification
- Basic skills and Knowledge of fire fighting
- Applicants should be committed, hardworking and must be able to work long hours and under pressure.
- Applicants must have good interpersonal relations and verbal communication
- 2-3 years' experience in general administration will be an added advantage
- Willingness to work hard labour

**Skills:**

- Interpersonal relations skills
- Facilitation skills,
- Interpersonal relationship
- Computer skills,
- Telephone etiquette,
- Organising skills,
- Decision Making skills,
- Analytical skills,

The **Administrator** is accountable to the **Senior Manager: Heritage 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 qualifications that are not older than **three months** under a **covering letter clearly marked "Administrator Vacancy"** by email or hand deliver to:

Ingquza Hill Museum  
Flagstaff  
Reception.

**OR**

Or email your application with the subject matter "**General Administrator**" to [hr@nelsonmandelamuseum.org.za](mailto:hr@nelsonmandelamuseum.org.za) or hand deliver to: Nelson Mandela Museum, Nelson Mandela Drive and Corner Owen Street, Bhunga Building, Mthatha, 5099.

**No faxed applications will be accepted.**

All enquiries are to be directed to: The Human Resources Unit, Ms. Y Tshiki at 047-501 9522.

**Closing date for applications is 23 July 2024 by 16h00.  
Applications received after closing date will not be considered.**

Correspondence will only be entered with short-listed candidates.

All shortlisted 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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**Dr V.G Booï**  
**Chief Executive Officer**