



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 | www.nelsonmandelamuseum.org.za



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 **Security guard**. 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 Bizana, Eastern Cape.

ADVERTISEMENT

POSITION: Security Officer x1

Remuneration Package: R5 250-00 per month

Duration :12 months

PURPOSE OF THE POSITION: To provide Security service and related duties for the protection and maintenance of the site

KEY PERFORMANCE AREAS:

Duties:

- Protect the site from authorised entry
- Provide access control service on site
- Register on the entry book personnel entering and leaving the site
- Report incident happening on site to the immediate supervisor
- Maintain an updated register of all emergency services
- Provide outstanding customer experience by interacting with all museum visitors
- Providing information regarding other services offered by the museum
- Ensure the tourist information books are always available at the museum entrance
- Act as first aider (subject to training)
- Provide a receptionist support to the Museum
- Report any museum artefacts or exhibition damage (including lights, equipment, air conditioning etc)
- Assist at special functions, events and visits
- Know and understand emergency evacuation areas on site

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 Grade 12 or equivalent qualification.
- Qualification in security: Grade C, D, or E
- Must be PSIRA Registered
- 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
- 1year' experience in security industry 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
- Analytical skills,
- Project Management

The **Security** 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 "Security Vacancy"** by email or hand deliver to:

Ingquza Hill Museum
Flagstaff
Reception

OR

Or email your application with the subject matter "**Vacancy: Security**" to 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.**



.....
Dr VG Boo
Chief Executive Officer