



## DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

### **COLLECTION ASSISTANT: RESEARCH & COLLECTION X2**

*Salary Range: An all-inclusive remuneration R 202 233 – R 235 611 (Level 05)  
QUEENSTOWN FRONTIER MUSEUM (Komani) - Ref: DSRAC 31/06/2023*

**MINIMUM REQUIREMENTS:** National Senior Certificate with no work experience. A National Diploma (NQF level 6 as recognised by SAQA) in a technical field with knowledge of administration will be an added advantage. Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Knowledge of Eastern Cape Museums Act. National Environmental Management: Biodiversity Act. Operational Standards for Zoos and Aquaria. South African National Standards Zoos and Aquaria. Knowledge of Museum policy, Legislative framework governing museum. Occupational Health and Safety prescripts. Knowledge of Computer. Communication skills. Verbal and written skills. Problem solving. Interpersonal skills. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driving licence will be an added advantage.

**DUTIES:** Render Collection Management. Ensure the storage areas are clean. Assist with emptying of dehumidifiers and ensuring proper working of equipment. Assist with care and conservation of objects in collections. Receive donations on an ad hoc basis and check with the Historian if it is needed. Record donated object information, process, and store it. Keep the display areas ornaments clean. Render custodian services. Make presentations on the history of the house to group of learners, local and foreign visitors. Handle incoming calls and do school bookings. Open and close the museum. Arm the alarm when closing the museum. Render administration and maintenance services. Selling of tickets to museum visitors. Ensure the money is locked in the safe at the end of each day. Record information in the petty cash book. Compile monthly and quarterly reports. Ensure that rates, electricity, and telephone are paid.

**People with disabilities who meet the requirements will be given preference.**

ENQ. X. KWANINI – 045 492 0030 – QUEENSTOWN FRONTIER MUSEUM (Komani)

e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)