

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability).

Museum Assistant

Salary: R118 835.04-154 256.28 Per annum (Benefits include Medical Aid, Housing, Pension, and 13th Cheque)

REQUIREMENTS:

- Grade 12, Computer Literacy
- Good Communication
- Excellent verbal & communication skills
- Problem solving skills
- An ability to communicate in both IsiZulu & English

RESPONSIBILITIES:

- Making brochures available and booklets/ addressing enquiries on specific items of the collection
- Conducting tours through the museum by providing general information and presenting factual details of the collection
- Attending to reservations/ bookings from tour groups and educational institutions to students and making available tour packages and/or alerting users to specific conditions and procedures that are applicable.
- Communicating with visitors and/or conducting tours through the museum, providing general information and presenting factual details on the collection
- Co-ordinates specific activities associated with cultivating and promoting interest and awareness amongst the local community.

Enquiries in respect of the above position should be directed to the Senior LED Officer: Mrs H Ndaba: (036) 448 - 8000 Ext: 8018 during office hours

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:

**OKHAHLAMBA MUNICIPALITY
P.O. BOX 71
BERGVILLE
3350**

*The closing date for applications is **14 OCTOBER 2016, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.*

**SD SIBANDE
MUNICIPAL MANAGER**