



an agency of the  
Department of Sport, Arts and Culture

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[www.nasmus.co.za](http://www.nasmus.co.za)

Incorporating the satellites:	Insluitend die satelliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Waenhuismuseum
Florisbad Research Station	Florisbad-navorsingsstasie

## FIXED TERM VACANCY

**Job Title:** Provincial Coordinators – National Museum

**Salary:** Based on a parttime hourly rate to the maximum of R7 500 per month

**Contract Term:** 5 months

**Location:** Remote work. Incumbents will be assigned a one or parts of the nine provinces (Eastern Cape, the Free State, Gauteng, KwaZulu-Natal, Limpopo, Mpumalanga, the Northern Cape, North West and the Western Cape)

The National Museum, Bloemfontein is seeking to appoint Provincial Coordinators for the 2022/2023 Presidential Employment Stimulus Programme (PESP3).

The incumbent will assist with the coordination of three PESP3 programme streams being implemented in each province providing support for the delivery of the project. This will involve providing administrative and project administrative support to assist and coordinate the delivery of the project at a regional level. The incumbents will be required to engage with programme beneficiaries and stakeholders, primarily with resource coordination and management. The ideal candidate must be a self-starter with excellent written and verbal communication skills. Knowledge of the visual arts scene in South Africa and experience in implementing art projects coordinating artists and multiple stakeholders is recommended.

### Requirements:

- Degree or higher in Fine Arts
- Track record of project administration/ coordination (minimum 2 years).
- Strong knowledge of the visual arts scene and art practices in province applying to coordinate
- Experience in administration, especially of cultural projects
- In-depth understanding of operational characteristics, services, and activities of arts development projects
- Must be set up to work remotely and can work independently

Visit [www.nasmus.co.za](http://www.nasmus.co.za) to see the full job description.

- **The National Museum is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore, people from designated groups, including those with disabilities, are encouraged to apply.**
- **The National Museum reserves the right not to fill an advertised position.**
- **If you meet ALL the stated requirements, kindly e-mail your application to [submissions@artbanksa.org](mailto:submissions@artbanksa.org), including a covering letter, the application form (obtainable on [www.nasmus.co.za](http://www.nasmus.co.za)), and copy of your identification document, copy of driver's license, copies of qualifications and a comprehensive CV (including three referees with their contact details).**
- **Applications not meeting the criteria will be disqualified.**
- **Should you not hear from us within 2 weeks after the closing date, consider your application unsuccessful.**
- **Communication will be limited to the short-listed candidates only.**
- **Short-listed candidates will be subjected to a comprehensive selection process.**
- **The closing date in respect of these positions will be 21 October 2022.**
- **Telephonic Enquiries: Nonto Msomi (ArtbankSA) 051 447 9609**

**We thank all applicants for their interest.**

**National Museum, Bloemfontein**  
2022

<b>Supervisor:</b>	HOD/Project Manager: Art Bank of South Africa
<b>Substitute:</b>	PESP3 National Coordinator (YR1)
<b>Supervisee/s:</b>	N/A
<b>Job Title:</b>	PESP3 Provincial Coordinator (YR1)
<b>Level:</b>	Based on a parttime hourly rate to the maximum of R7 500 per month

**Purpose of the Position**

The main purpose of the post is to assist with the coordination of three PESP3 programme streams being implemented in each province providing support for the delivery of the project. This will involve providing administrative and project administrative support to assist and coordinate the delivery of the project at a regional level. The incumbents will be required to engage with programme beneficiaries and stakeholders, primarily with resource coordination and management. The ideal candidate must be a self-starter with excellent written and verbal communication skills. Knowledge of the visual arts scene in South Africa and experience in implementing art projects coordinating artists and multiple stakeholders is recommended.

**Key Performance Areas**

KPA1 Project Administration  
KPA2 Document Collation  
KPA3 Reporting

**Knowledge, Skills, and Abilities:**

**Qualification:** Degree or higher in Fine Arts.

**Experience:** Solid track record of visual art project administration/coordination (minimum 2 years).

**Knowledge:** Strong knowledge of the visual arts scene and art practices in province applying to coordinate. Experience in administration, especially of cultural projects. In-depth understanding of operational characteristics, services, and activities of arts development projects.

**Personal Attitudes** Must be set up to work remotely; Ability to work independently and ability to work in a team; Willingness to travel; Excellent communication (verbal and written) skills in English and interpersonal skills; organised, ability to work under pressure and to deadlines, self-motivated, ability to work well within a team, strong bias towards detail and accuracy, and ability to work with multiple projects simultaneously. Strong sense of responsibility.

**National Museum, Bloemfontein**  
2022

<b>Task Group</b>	<b>Weighting %</b>
KPA 1 – Project Administration	35
KPA 2 – Document Collation	35
KPA 3 – Reporting	30
<b>TOTAL</b>	<b>100%</b>

**KPA 1- Project Administration**

<b>PROCESS</b>	<b>TASK</b>
Planning	<ol style="list-style-type: none"> <li>1. Assist with activity and resource planning for the PESP3 Art Creating – Public Art Programme (in provinces the programme is being implemented)</li> <li>2. Assist with seeking and securing site permissions for public art projects (in provinces the programme is being implemented)</li> <li>3. Assist with analyses of project risk and recommend mitigating measures</li> <li>4. Create and update workflows, project plans and reporting templates</li> </ol>
Administration	<ol style="list-style-type: none"> <li>1. Liaising with beneficiaries and stakeholders of the PESP3 Art Creating, Work Based Experience and Mentorship programme ensuring the smooth flow of information from the region to the national office</li> <li>2. Work with ArtbankSA team to facilitate logistics between programme beneficiaries</li> </ol>

**KPA 2- Document Collation**

<b>PROCESS</b>	<b>TASK</b>
Documentation	<ol style="list-style-type: none"> <li>1. Accurate collation of information and statistics</li> <li>2. Prepare and provide documentation to national office</li> <li>3. Collate reports from beneficiaries and stakeholders</li> <li>4. Managing documents such as the project timelines, schedules, or scope statement in the province as directed by the project lead</li> <li>5. Make sure all documentation is backed-up</li> <li>6. Monitor and report on project progress and address potential issues</li> </ol>
Marketing	<ol style="list-style-type: none"> <li>1. Collate content for marketing and promotions from beneficiaries and stakeholders</li> <li>2. Assist with the marketing and promotion of the PESP3</li> </ol>

**KPA 3 - Reporting**

<b>PROCESS</b>	<b>TASK</b>
Progress Reports	<ol style="list-style-type: none"> <li>1. Weekly project status report to project lead</li> <li>2. Report monthly and supply supporting evidence to facilitate timely payments to beneficiaries</li> </ol>
Performance	<ol style="list-style-type: none"> <li>1. Reporting on activities and duties to project lead</li> </ol>

**National Museum, Bloemfontein**  
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Meetings	<ol style="list-style-type: none"><li>1. Scheduling stakeholder meetings and facilitating communication between the project lead and stakeholders</li><li>2. Minute project meetings</li></ol>
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Terms of Contract: Remote Work (Part Time for 5 months)

Print Name:.....

Signature:.....

Date:.....