



an agency of the
Department of Sport, Arts and Culture

✉ 266, Bloemfontein, 9300
36 Aliwal Street / Aliwalstraat 36
South Africa / Suid-Afrika
☎ 051 - 4479609 📠 051 - 4476273
www.nasmus.co.za

Incorporating the satellites:	Insluitend die sateliete:
Olieenhuis Art Museum	Olieenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Waenhuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

Job Description: HEAD OF DEPARTMENT: HISTORY (PERMANENT)
Name: Vacant
Supervisor: Director
Substitute: N/A
Supervisee/s: x3 Principal Museum Scientist; Senior Museum Scientist and Oral History Research Assistant

Applications are invited for the position of Head: Department of History at the National Museum in Bloemfontein. The department's research transcends all cultural boundaries and thereby unlock the past for all our people.

Requirements: Applicants should be established researchers in History or Cultural History with a substantial publication record in accredited research journals and holding at minimum a doctorate degree in History. Knowledge of the history of South Africa, Mangaung and the Free State, as well as heritage and museum experience, are highly recommended. The successful applicant will be expected to expand the research of the Department. Computer literacy and a valid driver's license are required.

Purpose of the Position

The main purpose of the post is to manage the History Department of the National Museum and conduct world class research which is published in peer-reviewed journals. The department also supplies scientific expertise for exhibits and is actively involved in skills development, educational and outreach activities of the Museum.

Scope

The History Department research transcends all cultural boundaries and thereby unlocks the past for all our people. It aims to do active research on the history of the Free State, including cultural, oral, social and political history. A special focus area is on the history of Batho providing a platform for the people to tell their own stories about their communities and their struggles for freedom and democracy.

Key Performance Areas

- Expand the research outputs of the History Department including Oral History and manage the historical research archives.
- Conduct and publish internationally competitive research in peer-reviewed journals
- Provision of expert support for Museum exhibitions, educational and outreach activities in order to popularise history as a field of expertise.
- General Management and Administration

Knowledge, Skills and Abilities:

Qualification: Minimum PHD in history with a publication record in accredited research journals



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Experience: Minimum of 5 years experience in a Museum or institution of higher learning. Knowledge of transformation of Experience supervising research teams. A valid (unendorsed) Code 8 Drivers licence.

Knowledge of South African History and Cultural History

Personal Attitudes include the Ability to work under pressure; Good interpersonal Good written and verbal skills

Task Group	Weighting %
KPA 1 – Expand the research outputs of the History Department including Oral History and manage the historical research archives.	25
KPA 2– Conduct and publish internationally competitive research in peer- reviewed journals	40
KPA 3- Provision of expert support for Museum exhibitions, educational and outreach activities in order to popularise history as a field of expertise.	15
KPA 4– General Management and Administration	20
TOTAL	100%

KPA 1- Expand the research outputs of the History Department including Oral History and manage the historical research archives.

PROCESS	TASK

KPA 2 - Conduct and publish internationally competitive research in peer- reviewed journals

PROCESS	TASK

KPA 3 - Provision of expert support for Museum exhibitions, educational and outreach activities in order to popularise history as a field of expertise.

PROCESS	TASK

KPA 4 - General Management and Administration

PROCESS	TASK
Performance Management of staff	<ul style="list-style-type: none"> • Mentor, coach and where necessary train all staff to meet their performance targets • Ensure all staff have an annual performance plan as close as possible to the format in the performance policy • Conduct performance reviews of staff • Manage discipline, attendance and poor performance timeously and in line with the policy
Reporting on Annual Performance targets	<ul style="list-style-type: none"> • Maintain a record of all key outputs for the AOPO • Report quarterly in the format provided by management and supply supporting evidence • Participate in Strategic Planning for the Museum



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Divisional Budget and Funding	<ul style="list-style-type: none"> • Manage divisional budget and zero overspending on approved budget • Prepare applications for funding and manage donor fundings received in collaboration with the Finance section • Compliance with SCM policy for all divisional expenditure • Assist on BEC and BAC committees to evaluate suppliers for the Museum.
Divisional Risk Management	<ul style="list-style-type: none"> • Together with your staff update the divisional Risk Register which highlights how the division managed any risks and that which needs to be escalated to the Museum's Risk Management Committee • Health and Safety compliance • Together with management ensure all assets allocated to the division is properly secured and looked after • Report any Fraud and serious non compliances to management
Quality Management	<ul style="list-style-type: none"> • Ensure Information technology best practises for safe keeping of records of the division and full compliance with Museum IT policies • Ensure that there is a proper filing and record management system in place for divisional records encouraging data backups, data security and data integrity • <input type="checkbox"/> Ensure staff are well trained and understand their job requirements and there are manuals in place for the performance of high risk tasks and the safe use of specialized equipment (where applicable)

Terms of Contract: Full Time (probationary period applies)

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 applications@nasmus.co.za, including a covering letter, the application form, a copy of your identification document, copies of qualifications (including your academic record) 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 21 days after the closing date, consider your application unsuccessful.



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Communication will be limited to the short-listed candidates only.

Short-listed candidates will be subjected to a comprehensive selection process

For telephonic inquiries you can call the HR department on **051 4479609** or
email to applications@nasmus.co.za

The closing date in respect of these positions will be **31 January 2022**
We thank all applicants for their interest.