



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
**SPORT, ARTS & CULTURE**  
**HEAD OFFICE**

Ref: S4/1/1  
Enq: Mr. Musia N  
Date: 29 August 2018  
TO: ALL HEADS OF DEPARTMENTS AND STAFF  
LIMPOPO PROVINCIAL ADMINISTRATION

**ADVERTISEMENT OF POSTS FOR LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)**  
**CIRCULAR NO: 05 OF 2018 (HRM)**

1. Department of **Sport, Arts & Culture** is an equal opportunity, affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply.
2. Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined on the attached Annexure "A".
3. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). **For HR posts and finance salary posts, applicants are required to attach persal course certificate.**
4. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty.
5. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations.
6. Shortlisted candidates for the posts of Senior Management Services (SMS) will be subjected to a technical exercise that intends to test relevant technical elements of the job and competency-based assessment, the logistics of which will be communicated by the Department.
7. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualifications certificates and IDs on the day of the interviews for verification purposes. The recommended candidates for appointment will be subjected to Personnel Suitability Check for Security reasons.
8. Applications must be submitted on form Z83 obtainable from any public service department or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za). **Applications must be completed in full, accompanied by certified copies not older than three (3) months of ID/identity documents,**

Valid Code EB vehicle driver's License, educational qualifications, and a comprehensive curriculum vitae or resume.

9. The contents of this Circular will also be posted on the following websites [www.sac.limpopo.gov.za](http://www.sac.limpopo.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za), [www.dpsa.gov.za](http://www.dpsa.gov.za) and [www.vukuzenzele.gov.za](http://www.vukuzenzele.gov.za)
10. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83.

Applications should be submitted to:  
The Head of Department,  
Department of Sport, Arts and Culture  
Private Bag X 9549  
POLOKWANE, 0700

Hand delivered at 21 Rabe Street, POLOKWANE. Enquiries: Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143. Faxed or emailed applications will not be considered.

11. The closing date for submission of applications is **the 01 October 2018@16h00**. Late applications, emails or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
12. Communication will only be with shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.
- 13 The Department reserves the right to make an appointment in respect of the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.

  
Acting Head of Department  
Mr Phukuntsi M.J

29/08/2018  
Date



**Post No.1** : **CHIEF DIRECTOR: CULTURAL AFFAIRS (Ref No: Sac 2018/01)**  
**Salary Level** : **14**  
**Salary** : **R1 189 338.00**  
**Centre** : **Head Office (Polokwane)**

**MINIMUM REQUIREMENTS: -**

- An undergraduate qualification NQF level 7 OR equivalent Qualifications as recognized by SAQA.
- An undergraduate qualification in arts, culture and heritage services will be an added advantage
- **5 years of experience at a senior managerial level.**
- Valid driver's license (attach copy)

**CORE AND PROCESS COMPETENCIES**

Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking.

**DUTIES/ RESPONSIBILITIES**

Provide leadership and strategic direction. Promote and develop arts and culture in the Province. Develop library and archives services. Enhancement of the linguistic diversity of the province through policy formulation and implementation .Ensure effective and efficient provisioning of museums and heritage services. Developing, promoting and protecting official languages in Limpopo. Ensure that the translation and editing services to Government Services are rendered. Oversee budget and human resources of the Chief Directorate in accordance with the relevant directives and legislation. Formulate, implement and report on strategic business objectives as outlined in the departmental strategic plan.

**Post No.2** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT (Ref no: Sac 2018/02)**  
**Salary Level** : **13**  
**Salary** : **R1 005 063.00 per annum**  
**Centre** : **Head Office (Polokwane)**

**MINIMUM REQUIREMENTS**

- An undergraduate qualification NQF level 7 or equivalent qualification in financial Management/Accounting/SCM as recognized by SAQA.
- **5 years of experience at a middle/senior managerial level.**
- Valid driver's license (attach copy)

**Core and Process Competencies**

Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity.



## **DUTIES / RESPONSIBILITIES**

Develop, review and implement physical asset management framework and policies. Ensure the monitoring of assets through verification (physical condition, functionality, utilisation and financial performance) evaluation and reporting. Develop, review, and implement the supply chain acquisition management framework and policies processes and methodologies. Review and implement the supply chain demand management framework and policies and through research, analysis and planning of procurement needs, collating of information for the annual procurement plan ensuring that funds are available and the compilation of specifications. Manage the Supply Chain Management (Logistics and Disposal), develop, review, and implement a logistics and disposal service develop, review, and implement a risk & performance management service. Render auxiliary services

**POST NO.3 : DEPUTY DIRECTOR: PROVINCIAL ARCHIVES & RECORDS SERVICES (Ref no: Sac 2018/03)**

**SALARY LEVEL : 12**

**Salary : R826 053.00 per annum**

**Centre : Provincial Archives (Polokwane)**

## **MINIMUM REQUIREMENTS**

- An undergraduate qualification NQF level 6 OR equivalent Qualifications in Archival studies/Diploma or Degree in Records Management as recognized by SAQA
- **3-5 years of experience at a lower management level.**
- Valid driver's license (attach copy)

## **Core and Process Competencies**

Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity

**DUTIES:** Manage provincial records classification, appraisal and disposal services. Provide management, monitoring, evaluation and training. Collecting and appraisal of records. Conduct information research. Management of human resource and physical resources in the division. Conduct records inspections in offices of origin. Provide training and guidance to records management staff. Select and appraise records for long term preservation. Facilitate transfer of records of enduring value to the archive. Approve disposal of records according to procedure. Ensure proper management and maintenance of the repository. Implement conservation and preservation activities. Manage the digitalization of archival records. Manage staff. Participate in budgeting and planning

**POST NO. 5 : DEPUTY DIRECTOR: LABOUR RELATIONS (Ref no: Sac 2018/05)**

**SALARY LEVEL : 11**

**Salary : R697 011.00 per annum**

**Centre : Head Office (Polokwane)**

## **MIMIMUM REQUIREMENTS**

- An undergraduate qualification NQF level 6 OR equivalent Qualifications in Labour Relations as recognized by SAQA
- **3-5 years of experience at a lower management level.**

- Valid driver's license (attach copy)

#### Core and Process Competencies

Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity

#### DUTIES

Initiate and provide strategic direction in the implementation and promotion of employment relations programmes and interventions. Manage finalisation of all grievances and complaints received from employees in the Department. Manage finalisation of all misconduct cases in the Department. Provide training and advocacy on labour related matters in the Department. Facilitate and provide a secretariat function to the Departmental Appeals Authority. Manage resources within Employment Relations Unit. Implement strategic, dynamic and proactive labour relations programmes. Develop and ensure compliance with labour relations policy framework and procedures. Manage labour disputes and grievances. Manage resources (physical, and human

**POST NO.6 : DEPUTY DIRECTOR: HUMAN RESOURCE PRACTICE & ADMINISTRATION Ref no: Sac 2018/06**

**SALARY LEVEL : 11**

**Salary : R697 011.00 per annum**

**Centre : Head Office (Polokwane)**

#### MINIMUM REQUIREMENTS

- An undergraduate qualification NQF level 6 OR equivalent Qualifications in Public Administration and HR as recognized by SAQA
- At least 3-5 years' experience at lower management level, working experience with Persal system and exposure in the management of the HRM environment
- Valid driver's license (attach copy)

#### Core and Process Competencies

Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity

#### DUTIES

Manage human resource policy and planning process. Manage recruitment, selection and appointments. Management of compensation and conditions of service of employees. Maintain the Departmental PERSAL establishment. Coordinate human resource information. Manage and implement the performance management system.



**POST NO. 7 : DEPUTY DIRECTOR: GOVERNMENT INFORMATION AND TECHNOLOGY OFFICER (GITO)**  
**REF NO. 2018/07**

**SALARY LEVEL : 12**

**Salary : R826 053.00 per annum**

**Centre : Head Office (Polokwane)**

**MINIMUM REQUIREMENTS**

- An undergraduate qualification NQF level 6 OR equivalent Qualifications in Information Management, IT as recognized by SAQA
- At least 3-5 years' experience at lower management level,
- Valid driver's license (attach copy)

**Core and Process Competencies**

Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity

**DUTIES**

Align the department's information management (information management systems included) and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the department. Establish an information plan, information technology plan and operational plans to give effect to the strategic direction and management plans of the department. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures. Represent the relevant department on information and technology matters. Promote effective management of information and information technology as enabler as a strategic resource. Create an enabling environment for other managers to perform their functions more effectively and efficiently. Manage the SITA relationship. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework. Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage the relevant component of the Department where applicable.

**POST NO.8 : DEPUTY DIRECTOR: ASSETS MANAGEMENT (Ref no: Sac 2018/08)**

**SALARY LEVEL : 11**

**Salary : R697 011.00 per annum**

**Centre : Head Office (Polokwane)**

**MINIMUM REQUIREMENTS**

- An undergraduate qualification NQF level 6 OR equivalent Qualifications in Financial Management/Accounting as recognized by SAQA
- At least 3-5 years' experience at lower management
- Valid driver's license (attach copy)



#### Core and Process Competencies

Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity

#### **DUTIES/ RESPONSIBILITIES**

Management and maintain departmental assets register, manage and control assets(excel),Manage the disposal of obsolete stock, ensure compliance with PPPFA,PFMA, Treasury Regulation and other applicable legislations, General management of human, financial and capital in the sub branch, Develop, implement asset management policy monitor and evaluate effectiveness of asset management policy, manage departmental annual assets verification for head office, district and institutions, monitor the movement assets within the department, maintain close quality control over the registration of assets excel based assets register, develop and review and ensure compliance to applicable policies and strategies. Manage and control the annual operation budget.

**POST NO.09 : DEPUTY DIRECTOR: ADMINISTRATION (VHEMBE DISTRICT) Ref no: Sac 2018/09**

**SALARY LEVEL : 11**

**Salary : R697 011.00 per annum**

**Centre : Vhembe District**

#### **MINIMUM REQUIREMENTS**

- An undergraduate qualification NQF level 6 OR equivalent Qualifications in Public Management /Public Administration as recognized by SAQA.
- At least 3-5 years' experience at lower management.
- Valid driver's license (attach copy)

#### Core and Process Competencies

Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity

#### **DUTIES / RESPONSIBILITIES**

Plan and coordinate efficient and effective delivery of administrative services in the district. Plan, coordinate and manage provision of corporate and financial services. Manage assets in the district. Provide logistics and auxiliary services in the district. Compile district draft budget and operational plans aligned to departmental strategic and annual plans. Serve on various internal and external committees and provide inputs into the Municipal integrated planning. Process salaries and accounts related issues. Administer human resources. Render security and auxiliary services. Ensure that administrative services are provided in accordance with the PFMA, other legislation and provincial and national guidelines. Ensure that departmental policies, strategies, systems and procedures are implemented and complied with at district level. Ensure effective communication arrangements within the district for all employees. Ensure that the district adheres to and promotes the Batho Pele principles in the delivery services.



**POST NO.10 : DEPUTY DIRECTOR: AUXILIARY SERVICES Ref no: Sac 2018/10**

**SALARY LEVEL : 11**

**Salary : R697 011.00 per annum**

**Centre : Head Office (Polokwane)**

#### **MINIMUM REQUIREMENTS**

- An undergraduate qualification NQF level 6 OR equivalent Qualifications in Public Administration / Supply Chain management as recognized by SAQA
- At least 3-5 years' experience at lower management
- Valid driver's license (attach copy)

#### **Core and Process Competencies**

Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity

#### **DUTIES / RESPONSIBILITIES**

To ensure effective and efficient delivery of transport services. To ensure effective and efficient delivery of office services. Monitor the implementation of policies practices, procedures and guidelines pertaining to auxiliary services. Management of human and financial capital in the division. To provide sound advice and expedite implementation of all requests and policies emanating from the executing authority and accounting officer, ensure compliance with general transport policies and directive and other applicable legislations. manage departmental lease, provide office space and the maintenance of departmental building. Ensure that workplace facilities are compliant and adhere to occupational health and safety act. Manage a pool of departmental fleet.

**POST NO.11 : ASSISTANT DIRECTOR: TRANSPORT Ref No: Sac 2018/11**

**Salary Level : 09**

**Salary : R356 289.00 per annum**

**Centre : Head Office (Polokwane)**

#### **MINIMUM REQUIREMENTS**

- An undergraduate qualification NQF level 6 OR equivalent Qualifications in Transport Management / Office Admin /Public administration as recognized by SAQA
- At least 2-3 years' experience at lower management
- Valid driver's license (attach copy)

#### **Core and Process Competencies**

People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, and Honesty and Integrity





### **DUTIES / RESPONSIBILITIES**

Manage the acquisition of vehicles, conduct analysis on the condition of vehicles, facilitate the payments of insurance and licencing of new vehicles, monitor vehicle assets register, Process applications for subsidised vehicles, process travelling fuel allowance and claims for SMS, MMS, GSMT, Scheme B, Manage the hiring of vehicle for the MEC and Departmental staff prepare memos in respect of vehicles purchases for approval. liaise with service providers. Ensure purchase and allocation of Government vehicles. Liaise with stakeholders with regard to mechanical conditions of vehicles in relation to purchase price versus maintenance costs for disposal purposes and replacement. Arrange the secret markings, provincial marking, number plating and licencing.

**POST NO.12** : **ASSISTANT DIRECTOR: SALARIES** Ref No: Sac 2018/12  
**Salary Level** : **09**  
**Salary** : **R356 289.00 per annum**  
**Centre** : **Head Office (Polokwane)**

### **MINIMUM REQUIREMENTS**

- An undergraduate qualification NQF level 6 OR equivalent Qualifications in Commerce/Financial Management as recognized by SAQA.
- At least 2-3 years' experience at lower management
- Valid driver's license (attach copy)

### **Core and Process Competencies**

People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, and Honesty and Integrity

### **DUTIES / RESPONSIBILITIES**

Control PERSAL salary administration, register Persal users and allocate functions. Management of Payroll of the Department.

Develop salary payment processes and procedures. Handle salaries suspense accounts.

Clear PERSAL exceptions before month- end closure of books.

Management of payment for salaries and supplementary allowance. Management of distribution and return of payroll as prescribed in the Treasury Regulations.

Reconcile monthly payment made to SARS and departmental accounts.



**Post no. 13 : ASSISTANT DIRECTOR: CONDITION OF SERVICES & REMUNERATION Ref No: Sac 2018/13**

**Salary Level : 09**  
**Salary : R356 289.00 per annum**  
**Centre : Head Office (Polokwane)**

**MINIMUM REQUIREMENTS**

- An undergraduate qualification NQF level 6 OR equivalent Qualifications in Human Resources and Public Administration as recognized by SAQA
- At least 2-3 years' experience at lower management ,working experience with Persal system and exposure in the management of the HRM environment
- Valid driver's license (attach copy)

**Core and Process Competencies**

People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, and Honesty and Integrity

**DUTIES / RESPONSIBILITIES**

Administer housing allowance and medical aid Scheme, Implementation of leave management, Operation policies, procedures and systems of HRM, management of service benefits. Administration of remuneration matters. Management of service terminations, Administration of compensation in respect of injuries on duty. Manage life cycle events of employees. Management of human resources. Extensive knowledge of PERSAL

**POST NO.14 : ASSISTANT DIRECTOR: ACQUISITION (Ref No: Sac 2018/14)**

**Salary Level : 09**  
**Salary : R356 289.00 per annum**  
**Centre : Head Office (Polokwane)**

**MINIMUM REQUIREMENTS**

- An undergraduate qualification NQF level 6 OR equivalent Qualifications in Commerce/Financial Management as recognized by SAQA
- At least 2-3 years' experience at lower management
- Valid driver's license (attach copy)

**Core and Process Competencies**

People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, and Honesty and Integrity



### DUTIES / RESPONSIBILITIES

Maintaining Departmental Acquisition Planning/Compliance, manage bid administration (compile bid document, bid advertisement, closing and evaluation of bids), manage acquisition processes, serve as a secretariat for the Departmental bid Evaluation committee, manage the transversal and departmental contracts and management of human and financial capital of sub directorate, Administer the bidding process. Compile bid documents, policy and general conditions. Comply and adhere to government bidding procedures and process. Maintain and update database of suppliers. Manage human resources

**POST NO.15** : **STATE ACCOUNTANT: SALARIES** Ref No: Sac 2018/15  
**Salary Level** : **07**  
**Salary** : **R242 475.00 per annum**  
**Centre** : **Head Office (Polokwane)**

### Minimum REQUIREMENTS

- An undergraduate qualification NQF level 6 OR equivalent qualification in Commerce/Financial Management as recognized by SAQA
- At least 1-3 years' experience at lower management
- Valid driver's license (attach copy)

### Core and Process Competencies

Financial Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Analytic thinking and Honesty and Integrity

### DUTIES

Collect and distribute of Payroll of the Department to different district. Process payroll transactions. Implement developed salary payment processes and procedures. Clearing of salaries suspense accounts. Clear PERSAL exceptions before monthly closure of books. Capturing of payment for salaries and supplementary allowance. Reconcile monthly payment made to SARS and departmental accounts. Administer deductions and prepare manual IRP5 reports. Clear EBT rejection of payroll. Maintain salaries ABC limits. Prepare monthly Fund Requisition for submission to Provincial Treasury. Consolidate annual Cash Flow Projections

**Ref No: Sac 2018/16** : **PERSONAL ASSISTANT TO HoD**  
**Salary Notch** : **R242 475.00 plus benefits**  
**Salary Level** : **07**  
**Centre** : **Head Office (Polokwane)**

### MINIMUM REQUIREMENTS

- An undergraduate qualification NQF level 6 OR equivalent Qualification in Secretariat or office admin as recognized by SAQA
- At least 1-3 years' experience in Admin Environment
- Valid driver's license will be an added advantage



**Core and Process Competencies**

Basic Financial Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Analytic thinking and Honesty and Integrity

**DUTIES**

Perform a variety of administrative tasks pertaining to giving support to the HoD, e.g. receiving and referral of correspondence to other programmes as requested by the HoD and maintain contacts database. Make follow-ups on outstanding reports from colleagues. Perform tasks of a personal and secretarial nature for the HOD such as screening correspondence, calls, bookings and appointments. Manage both electronic and paper diary. Make travel and meeting arrangements both locally and nationally. Maintain high standards of efficiency when dealing with clients and creating a general professional atmosphere at all times. Develop and maintain a system for storage and prompt retrieval of information and track incoming and outgoing mail.

**POST NO. 17** : GENERAL WORKER X 2  
**SALARY NOTCH** : R96 549.00  
**LEVEL** : 02  
**CENTRE** : Muti wa Va-Tsonga (Mopani District) Ref No: Sac 2018/17  
: Schoemandsdal Museum (Vhembe District) Ref No. Sac 2018/18

**MINIMUM REQUIREMENTS**

ABET Qualification level 2/3 will an added advantage or Grade 10

**COMPETENCIES**

Communication skills will be an added advantage, Able to read and write

**DUTIES / RESPONSIBILITIES**

Perform routine activities in museum maintenance; ensure availability of maintenance materials, cutting, collection and transportation of raw materials. Restoration and renovations of all museum traditional structures, etc. cleaning of museum facilities and structures, care for museum collections and objects, assist with demonstrations during museum activities such as daily guided tours, exhibitions, outreach programmes, shows and educational programmes ,etc perform routine activities in respect of livestock such as care for museum livestock, inspection and treatment against ticks and other illnesses, render any manual labour necessary for the effective operation of the museum from the supervisor.

