

INTERNAL/EXTERNAL

Job Title	Collection Specialist (C4) (Position based in Silverton – SCM Yard Philatelic Services)
Reports to	Curator Post Office Museum
Summation	Responsible for the development and coordination of the collection database and related museum documentation, digitization and record-keeping in order to make the collection accessible to stakeholders.
Key Responsibilities	<ul style="list-style-type: none"> • Responsible for preventative conservation and environmental control of objects. • Assist with the development, coordination and population of the museum object database. • Assist with making the collection and information accessible to stakeholders. • Receives, inspects, accessions, documents, digitize, labels and catalogues objects acquired for collections and/or exhibitions. • Assist in developing and implementing policies and procedures with regard to the collection and the museum. • Assist with the development and coordination of an Integrated Pest Management Plan. • Supervise the house-keeping, organising and supervision of storage areas and housing of objects. • Compile monthly reports and as and when specific reports are required. • Give inputs when planning, designing and preparing displays and/or events for the museum. • Contribute information and articles to be published. • Keep up to date with museum trends and information. • Facilitates care and security of collections of art and artefacts on site; coordinates with Curator regarding the conditions necessary to store objects in a seismically safe, temperate place; and controls art storage area.
Minimum Requirements, Skills & Attributes	<p>Minimum Requirements</p> <ul style="list-style-type: none"> • Bachelor of Arts or Information Science degree (NQF 7) • Museum qualification will be an advantage • Three to five years' experience in museum preservation and record-keeping. • Code EB Driving Licence <p>Skills and Attributes</p> <ul style="list-style-type: none"> • Communication skills (read, write, speak) • Presentation skills • Research/analytical skills • Interpersonal skills (groups, individuals) • Computer literate • Meticulous, creative, innovative • Problem solving skills • Persuasiveness, decision making • Planning, organising, co-ordinating skills • Assertiveness • Strong sense of responsibility • Ability to liaise with stakeholders • Ability to lift and move objects
Contacts	<p>The South African Post Office is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability.</p> <p>If you wish to view vacancies, log on to www.postoffice.co.za and Click on Careers or</p> <p>Email your CV to: careers3@postoffice.co.za Closing Date: 04 September 2018 Position Number: 60058650</p> <p><i>Correspondence will be limited to short-listed candidates only. If you do not hear from the South African Post Office within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Post Office Limited reserves the right not to fill this position or to re-advertise the positions at any time.</i></p>