



PARKS, RECREATION & CULTURE UNIT
EDUCATION OFFICER (LIBRARIES & HERITAGE)

REF. 44000134

R 170 665.75 / R 221 533.23 pa Grade 11

Qualifications (Essential): Relevant 3 year tertiary qualification (Arts/ Anthropology), Valid code B drivers licence and 3 years relevant experience. Computer Literacy.

(Preferred): The ability to converse fluently in isiZulu and English, Official relevant KwaZulu Natal tourism registration and 4 years relevant experience. Prepare and deliver educational presentations. Implement educational programmes. Facilitate training. Market the museum and its facilities. Produce the museum related educational publications and materials and maintain an up-to-date address list of schools and education stakeholders. Organise holiday programmes. Network with other educational organisations in conjunction with the Principal Education Officer. Advise Principal Education Officer on educational matters. Undertake public relations and advertising functions in consultation with the Principal Education Officer. Undertake various education activities such as conducting or facilitating talks etc. Keep abreast of trends in the field of museum/gallery education. Contribute to planning new exhibitions. To attend and assist with the set up and organization of events such as exhibitions. Monitor the safety and security of visitors and the museum. Make collections accessible through various projects. Develop relevant resources and study packs for schools. Develop dynamic educational programmes and conduct visitors studies. Working with groups of people. Celebrate important days in the National calendar.

Applications to The Human Resources Administration Section, Parks Recreation, Cemeteries And Culture Unit, 3rd Floor EtheKwini Municipality Building, 41 Margaret Mncadi (Victoria Embankment) or PO Box 5426 Durban 4000. Tel: 031 311 4102 by Friday 2012-03-02 at 12.00 (Midday).

