

SENIOR MANAGER HERITAGE AND RESEARCH

2015-09-28
5 year Contract

Reporting to the Chief Heritage Officer the incumbent will be responsible for managing research, collections and conservation programmes of Robben Island Museum and World Heritage site. The incumbent will be responsible for the preservation of tangible and intangible elements, as well as the social memory of the World Heritage site.

Duties and Responsibilities:

- Provide overall management of the operations (financial, administrative, human resources and performance management) of the Heritage and Research Department in accordance with RIM policies.
- Support the implementation of the 2nd Intergrated Conservation Management Plan with a bias on research, collections, exhibitions and conservation aspects.
- Implement and review the Strategic Research Agenda of RIM in collaboration with external partners.
- Position RIM as a leader in the heritage sector with particular reference to production of and dissemination of research output.
- Facilitate the process of reviewing and improving the narrative/interpretation of Robben Island with particular reference to its multi-layered history in order to improve information made available to the public.
- Develop and mount exhibitions to profile research results and other thematic areas of the site for the benefit of the public.
- Provide leadership and policy direction with regard to research, collections, exhibitions and environmental management on the island and associated sites.
- Advise Executive Management on the research, collections, exhibitions and conservation priorities of Robben Island as a World Heritage Site.
- Position RIM strategically in order to secure funding from external sources for research, collections and conservation programmes and activities.
- Guide and ensure compliance with the heritage policy and applicable legislations in respect of maintenance, renovation and general conservation work at the site.
- Develop and maintain partnerships with external agencies such as heritage regulatory bodies, professional associations, heritage organizations, tourist bodies, and regional development agencies.
- Developing Strategic Plans, concepts document and performance reports for the Department, and the institution as part of the overall planning in compliance with Treasury Regulations.
- Take responsibility for the management of risks associated with the operations of the department.
- Assist with the enquiries from the public and researchers on the heritage of Robben Island.
- Project management and report writing.

Requirements:

- Masters Degree in Humanities and Social Sciences, with particular focus in History and/or Heritage or Museum Studies.
- Five years practical experience in the heritage sector.
- Three contactable referees
- Proof of refereed publications as a researcher
- Five years managerial experience.
- Demonstrable communication, teamwork and collaboration, leadership, interpersonal, problem solving and conflict resolution skills
- Valid code eight drivers' license
- Computer literate.

RIM is an EE, AA, employer and reserves the right the right not to make an appointment if suitable candidate(s) are not found.



Robben Island
MUSEUM

an agency of the
Department of Arts and Culture



Forward a detailed CV, accompanied by Certified Copies your ID and Qualification Certificates as well as Contactable References, to recruitment@robben-island.org.za or fax 021 425 2131 by no later than 28 September 2015. Note: If you do not hear from us within 30 days, please consider your application unsuccessful.

