



AMAZWI SOUTH AFRICAN MUSEUM OF LITERATURE

VACANCIES x 2

Amazwi South African Museum of Literature in Makhanda in the Eastern Cape seeks to appoint self-motivated, competent, result-driven employees to the following positions at its satellite, **Schreiner House Museum in Nxuba (formerly Cradock)**.

- **1 x General Attendant**
- **1 x Heritage Officer**

Note that these positions are to work for 5 hours per day from 10h00 to 15h00 and every alternate week one of the two staff members will work a 5-day week. On week 1 a staff member will work from Monday to Friday and the following week they will work from Tuesday to Saturday while the other staff member will work from Monday to Friday.

Kindly follow the [link](#) to the downloadable application form if you have the relevant skills and competencies for the abovementioned roles.

Please note that Amazwi reserves the right not to make an appointment for either of these posts.

GENERAL ATTENDANT

To ensure that the museum and the garden and surrounding outdoor areas are clean and tidy and to ensure the safety of the public and security of the objects that are on display.

KEY RESPONSIBILITY AREAS • Clean and maintain all visitor and public spaces • Garden maintenance and development • Provide assistance/direction to museum visitors • Control visitor flow, and safety rules and policies • Answer the telephone • Monitor building security and safety by ensuring that electrical appliances and audio-visual equipment are turned off and doors are locked at closing time • Assists with exhibitions and events • Report any hazardous conditions or irregularities to the Technical Assistant • identifies risks where necessary

EDUCATION AND EXPERIENCE • Grade 10 or equivalent (ability to read, write and count) • 1-2 years' experience in the museum or culture sector recommended.

KNOWLEDGE AND SKILLS • Ability to safely use electrical cleaning equipment, materials and chemicals • Housekeeping methods and systems • Good verbal and written communication skills.

Basic Salary Range: R84 406.08

HERITAGE OFFICER

To manage and offer visitor services at Schreiner House and sites associated with Schreiner

KEY RESPONSIBILITY AREAS • Receive and orientate visitors, offering guided tours of the house • Present guided tours of the museum, and specialist tours about Schreiner • Present education programmes and activities to school learners • Develop and host/present literary and cultural programmes • Assist in transporting and installing travelling and promotional exhibitions • Ensure that all areas of the museum are kept clean and neat and that visitor needs are met. Clean the museum

daily • Monitor the condition and integrity of the buildings and report issues as appropriate • Maintain visitor records and compile monthly reports • Ensure that the museum and its contents are secured • Engage with educators, community leaders and tourism structures to raise the profile of the museum and develop ties in the community • Develop holiday programmes and general programmes for the public • Develop educational resources for programmes at the museum • Administer book/souvenir sales and maintain inventory records • Maintain, manage and record the museum assets • Maintain security and facilitate the safety of the visitors, staff and assets by monitoring and inspecting all public areas, and by opening and locking certain areas of the museum • Assist with special activities/workshops/functions/events/exhibition openings including outdoor activities at the venue • Maintain a register of incidents and submit reports to the Manager Education • Provide assistance to the auditors during internal and external audits • Manage the petty cash • Administer facility bookings • Any other duties assigned to the incumbent by his/her direct supervisor and which may reasonably be associated with the post

EDUCATION AND EXPERIENCE • Post Matric qualification or degree in a relevant humanities discipline • 5 years' experience in the museum environment • Experience in the education or community development sector recommended • South African Driver's License a requirement.

KNOWLEDGE AND SKILLS • Appropriate knowledge of South African literature and Olive Schreiner • Proficient use of ICT equipment • Shows initiative • Excellent written and verbal communication skills • Strong administrative skills • Multilingualism essential.

Basic Salary Range: R171 174. 00

APPLICATIONS

All applications must include the following which are critical in evaluating the application received:

1. Please submit applications on the Amazwi Museum Application Form, which you can download from the museum's website here: <https://www.amazwi.museum/vacancies/>
2. A covering letter
3. A detailed Curriculum Vitae (CV)
4. Recently certified copies of all academic qualifications
5. Copy of Identity Document
6. Copy of driver's license

Send applications to: The Human Resources Officer, Amazwi South African Museum of Literature, Private Bag X1019 Makhanda 6140 • **or** hand delivery 25A Worcester Street, Makhanda 6139 • **or** email s.magade@amazwi.museum.

Closing date for both positions: 12h00 on 14 November 2025

Enquiries: Manager: Education and Public Programmes • z.matshoba@amazwi.museum • 0466227042

Please note the following important information: Only shortlisted candidates will be contacted for an interview. Late applications will not be accepted. Should you not be contacted within two months after the closing date, kindly consider your application unsuccessful. No correspondence will be entered into. Shortlisted candidates will be subjected to personnel suitability checks and practical assessment. The successful candidate will undergo security vetting. It is the museum's intention to promote employment equity and Amazwi welcomes applications from persons with disabilities in filling these posts. The Museum reserves the right not to make an appointment.