VACANCY: DIRECTOR

INDEFINITE CONTRACT (FROM 1 July 2027)

Salary R1,300 000 – R1,600 000

(Total Cost to Company)

Amazwi South African Museum of Literature is a Schedule 3A national public entity governed by the Cultural Institutions Act, Act No. 119 of 1998, as amended, and the Public Finance Management Act, Act No. 1 of 1999, as amended. It operates under the jurisdiction of a Council appointed by the Minister of Sport, Arts and Culture. The Director is the Accounting Officer in terms of the Public Finance Management Act, Act No. 1 of 1999, as amended. The Director is appointed by the Council and reports to the Council, which is a statutory body appointed by the Minister of Sport, Arts and Culture.

Amazwi Museums covers three sites: the headquarters in Makhanda, the Eastern Star Printing and Press Museum, also in Makhanda, and Olive Schreiner House Museum in Nxuba (formerly Cradock), Eastern Cape. Amazwi's vision is to be a dynamic museum that celebrates South Africa's literary heritage with a mission to collect, preserve and research South African literature and make it accessible to all. Amazwi's strategic goals are to: 1) maintain organizational sustainability; 2) develop a well-managed collection; 3) add to the body of knowledge on South African literature; 4) promote access through the medium of exhibitions; and 5) increase access through educational and public programmes.

Amazwi seeks to appoint a suitably qualified, committed, and experienced Director with proven leadership ability, to head a well-established Museum. This is an opportunity to help create a caring, value-driven museum of excellence. The successful individual will be based in Makhanda, Eastern Cape.

The Director will lead the development of a long-term vision and sustainable strategic direction for Amazwi Museums. The Director's strategic focus will be to further develop and sustain the organization as a successful, forward-looking heritage institution balancing internal and external relationships and considering the social, political, financial, and technical environment. An essential component of the role will be building collaborative relationships to support the Museum's continued success and development in the years ahead.

The successful candidate will have the personal qualities, leadership skills and knowledge to build on the strengths of the team and drive the changes that will further position Amazwi as an inclusive, accessible, and engaging heritage institution and as a cultural organization that attracts increasing support from people of diverse communities. The successful candidate will be expected to demonstrate experience in or the capacity to provide strategic advice and guidance to the Council.

The successful candidate will be responsible for leading a small team and reporting to the Council and will be responsible for driving the overall performance of the Museum, giving substance to the vision and translating its strategic plans into action.

Key requirements

- An Honour's degree in management or Business Administration/Leadership or Museum Management or equivalent qualification.
- A Master's degree in Management or Business Administration/Leadership or Museum Management will be a strong recommendation.
- Ideally 10 to 15 years' work experience of which 7 to 8 years should have been at Senior / Executive Management level.
- A demonstrated track record of competence and success in leading complex organisations, preferably in the public, cultural, or heritage sector.
- Knowledge of applicable legislative and regulatory frameworks, particularly the Public Finance Management Act (PFMA), Treasury Regulation and NT practice notes.
- Skills in financial management, strategic human capital management, facilities management, public engagement, fund raising and corporate governance.
- Good knowledge of the dynamics of public service, government systems and operations, intergovernmental relations, budgeting, and reporting.
- Knowledge and understanding of Codes of Corporate Governance [based on the King IV Report or latest applicable South African corporate governance code thereof].
- An understanding of Board / Council operations and the delegation of powers.
- Knowledge of and experience in corporate performance management.
- Extensive experience in managing diverse organisations, successfully leading and inspiring employees from diverse backgrounds.
- Experience in building sound relations with organised labour and leading within a unionized work environment.
- Experience in organisational transformation.
- A proven track record in clean governance and ethical leadership.
- Experience in developing legislation relevant to public entities, and implementing turnaround strategies is desirable.

Experience in the museum and heritage sector will also be an added advantage as will a knowledge and appreciation of South African literature in any of its languages and genres. Skills:

- Strategic capability and leadership
- Financial analysis and forecasting
- Organisational transformation and change management
- Portfolio, programme and project management
- Communication (verbal and written, including report writing, facilitation and presentation) and negotiation
- Stakeholder engagement, fund raising experience and relationship management. People management and empowerment

- Interpersonal relations management
- Knowledge and information management
- Policy analysis, development, implementation and management
- Risk and compliance management
- Problem-solving and conflict management
- Business acumen
- Audience development strategies
- Collections management
- Education and public programmes strategies
- Exhibition development
- Programme management
- Knowledge of health and safety requirements
- A valid driver's licence is essential

Applications should include:

1. A cover letter of motivation indicating your area of expertise (clearly marked), your suitability for the position, and your goals.
2. A detailed CV which should clearly indicate your highest qualification and details of your citizenship.
3. The details of three recent referees with telephone number, email, and institutional affiliation.
4. Recently certified copies of qualifications (not older than 3 months).
5. Completed application on the Amazwi Museum prescribed form.

Please note the following:

- Amazwi will only consider applications that comply with the above requirements.
- Short-listed applicants will be required to make a presentation pertaining to this position.
- Applicants are advised that stringent past employment reference checks will be conducted as a key requirement for this position. Therefore, it is incumbent upon each applicant to ensure reachability or traceability of references.
- Applicants may have to submit themselves for psychometric testing.
- The salary quoted is the total cost to company.

Amazwi is an equal opportunity employer and is committed to developing a diverse workforce. Preference will be given to candidates who promote representation within Amazwi in terms of the Employee Equity Act.

Applicants who have not been contacted within eight weeks should assume that their application has been unsuccessful. Only applicants who are to be interviewed will be advised of the outcome of their applications. Amazwi reserves the right to not fill the advertised position.

APPLICATIONS FROM RECRUITMENT AGENCIES WILL NOT BE ACCEPTED

Application instructions

Applications can be submitted **either** by hand delivery to:

The Human Resources Officer
Amazwi South African Museum of Literature
25A Worcester Street
Makhanda
6139

OR

sent to the following email address: s.magade@amazwi.museum

Download the detailed vacancy information and the compulsory application form from Amazwi's website: https://www.amazwi.museum/vacancies.

Applications that do not make use of the official application form will not be considered.

Applications received after 16:30 on the closing date of 08.12.2026 will not be considered.

ENQUIRIES | info@amazwi.museum | 0466227042

Closing date: 8 December 2026

Shortlisted candidates will undergo personnel suitability checks on matters such as criminal records, credit record checks, citizenship, qualifications and employment records. Applicants with foreign qualifications will not be considered without a SAQA evaluation certificate.

POPIA Disclaimer: By sending your CV to the email address on the advertisement you agree to the processing of personal information including sharing it with our verification agents. You are acknowledging that Amazwi will keep the record of your personal information, and you agree that you will exercise your rights as defined by the POPIA.