JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Museum Assistant

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.

VACANCY CIRCULAR 117/2025

City of Johannesburg

Publication Date: Wednesday, 17 September 2025

Closing Date: Wednesday, 01 October 2025

This Vacancy is open to Employees of the City of Johannesburg and External Applicants

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Museum Assistant

Department: Community Development
Branch: **Arts, Culture and Heritage**
Designation: **Museum Assistant**
Remuneration: R11 646,32 pm (basic salary, excluding benefits)
Location: Hector Pieterson Memorial Arts Museum,
8287 Cnr Khumalo And Zeph Mothopeng Street, Orlando West

Minimum Requirements:

- Grade 10;
- From less than 1 year of practical experience in a museum and galleries or similar environment.

Primary Function:

Support the smooth operation of a museum and enhance the visitor experience by assisting with collections, exhibitions, public programmes, and general site management and upkeep.

Key Performance Areas:

- Cleaning the inside and outer perimeter of the museums and galleries, and ensuring that the grounds are always kept clean and free of unsightly elements such as dead leaves and litter
- Moving and storing of museum furniture and display
- Check deliveries of incoming orders
- Monitor and manage environmental conditions in storage and exhibition areas
- Contribute to the Sub-Section operational day-to-day planning process
- Support process optimisation and efficiency
- Engaging Visitors and the Public
- Operational Support To ensure the smooth and effective functioning of the Sub-Section and the Directorate as a whole

Leading Competencies:

- **Communication -** Strong verbal and written communication for public engagement and internal coordination.
- **Customer Service -** Ability to interact professionally with visitors, staff and other clients' ability to handle inquiries.
- **Teamwork & Independence -** Capable of working collaboratively and independently.
- **Physical Capability -** Tasks may include setting up exhibitions, moving displays, and maintaining cleanliness.
- **Organisational Skills -** Time management, attention to detail, and ability to manage multiple tasks.

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Core Competencies:

- **Museum Operations -** Understanding of museum ethics, exhibit design, and public programming.
- **Health and Safety -** Awareness of safe handling practices, chemical safety, and emergency procedures.
- Understand the safety and security of priceless collections and public visitors

"All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups, including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability."

Please take note that only online applications will be considered. Please apply by using the following link below:

https://share-eu1.hsforms.com/12jsRIX3CRJO2KmawE0swwwew554

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:
Contact Person: Edwin Tshabangu
Tel No: 011 407 6553

CLOSING DATE: WEDNESDAY, 01 OCTOBER 2025

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,

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Criminal check,
Identity validation.

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