JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Conservator (Technician)

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.

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 acknowledgement 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.

VACANCY CIRCULAR

071/2025

City of Johannesburg

Publication Date:
Wednesday, 18 June 2025

Closing Date:
Tuesday, 01 July 2025

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

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CONSERVATOR (TECHNICIAN)

Department: Community Development
Branch: **Arts, Culture and Heritage**
Designation: **Conservator (Technician)**
Remuneration: R33 371.75pm (basic salary excluding benefits)
Location: Various ACH Facilities

Minimum Requirements:

- Grade 12 plus National diploma in Conservation, Museum Studies, Archaeology/ Art History or related field (NQF level 6);
- 3 – 4 years of practical experience in a museum or conservation laboratory;

Primary Function

To ensure the long-term preservation and care of the museum collections by implementing preventive and interventive conservation practices, supporting exhibitions and loan and collaborating with staff to safeguard cultural heritage in accordance with professional conservation standards.

Key Performance Areas:

- Contribute to the Sub-section operational day-day planning process;
- Support process optimization and efficiency;
- Implement preventative and remedial conservation measures to safeguard collections from deterioration and damage.
- Carry out conservation treatment to stabilize and preserve objects using ethical and reversible methods;
- Assist with preparation and installation of exhibitions to ensure the safe display of objects;
- Overseeing the conservation aspect of incoming and outgoing loans to ensure object safety;
- Monitor and manage environment conditions in storage and exhibition areas to ensure optimal preservation of collections;
- Implement set management and control of assets and resources in line with applicable policies and procedures;
- Implement governance and risk management activities to mitigate potential issues and ensure project success;
- Execute activities to ensure effective stakeholders relations and communication, fostering positive relationships and ensuring stakeholder needs are met;
- Perform administrative tasks associated with individual day-to-day responsibilities;
- Maintain accurate and up to date conservation records and contribute to sub-section reporting.

Leading Competencies:

- **Environmental Monitoring**: Ability to use tools like data loggers, hygrometers and light meters;
- **Object Handling**: Skilled in safe handling, packing and transport of fragile or valuable items;

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- **Conservation Treatment**: Compete in cleaning, stabilizing and repairing object using appropriate techniques;
- **Analytical Thinking:** Ability to assess object condition and recommend suitable conservation actions;
- **Communication:** Clear written and verbal communication for reports, collaboration and training;
- **Attention to detail:** Precision in documentation, treatment, and monitoring.

Core Competencies:

- **Preventative Conservation** Principle: Understanding of environmental monitoring, pest management and risk assessment**;**
- **Conservation Ethics and Standards:** Familiarity with ethical guidelines (e.g. reversibility, minimal intervention);
- **Material Science:** Basic knowledge of materials (e.g. paper, textiles metals, ceramics) and their deterioration processes;
- **Documentation Standards:** Knowledge of condition reporting, treatment records and digital documentation systems;
- **Health and Safety:** Awareness of safe handling, practices, chemical safety, and emergency procedures;
- **Museum Standards**: Understanding of museum policies, collection care protocols and exhibition requirements.

"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/1uN2NzAUnTPSTsP_kc5F59gew554

APPLY ONLINE VIA: www.joburg.org.za

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ENQUIRIES ONLY:
Contact Person: Asonele Ngalonkulu
Tel No: 011 407 6553

CLOSING DATE: TUESDAY, 01 JULY 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 and
- Employment record verification,
- Criminal check,
- and Identity validation