



CHIEF HERITAGE OFFICER

The above mentioned position is available in the Office of the CEO at Robben- Island Museum, primarily to assist with the strategic management of Robben Island as a World Heritage Site.

The purpose of the position is to enhance internal strategic alignment at RIM in order for the organization to grow and fulfil its mission, vision and strategic goals as a declared cultural institution and a World Heritage Site in accordance with UNESCO's requirements.

Duties and Responsibilities

- Serve on the Executive Management Committee
- Provide strategic management in accordance with the requirements of a World Heritage Site
- Provide leadership to the departments of Heritage, Estates, Education & Public Programmes, and Tourism
- Enhance the internal processes and infrastructure that will enable the smooth running of Heritage, Estates, Education & Public Programmes, and Tourism department operations
- Prepare performance reports for the CEO's presentation to Council, Department of Culture, Treasury, Parliament, and UNESCO
- Take responsibility for people management and staff development in the above-mentioned departments
- Oversee alignment of budgeting, planning and personnel requirements in accordance with the Public Finance Management Act (PFMA)
- Facilitate programmatic and institutional visibility (Brand management)
- Monitor and evaluate the performance and risk framework of the service delivery units mentioned above
- Oversee the development and implementation of the Integrated Conservation Management Plan (ICMP)
- Ensure compliance with museum code of ethics and standards in respect of site maintenance, research, conservation, visitor management, interpretation, collections, and exhibitions
- Align the Institution with other similar cultural institutions locally and internationally

Requirements

- A masters degree in Heritage/Museum Studies, History, Environmental Studies or equivalent
- A business management qualification will be an added advantage.

Experience and Technical skills:

- At least 10 years' relevant experience of which 5 years at senior management level
- Knowledge and understanding of Social History, Art and/or Natural History •
- Knowledge and understanding of national heritage legislation and international museum organisations
- Knowledge of UNESCO's World Heritage Conventions

- Knowledge of the Heritage Tourism Sector
- Proven leadership skills
- Proven track record in research and report writing
- Strategic planning and policy development skills
- People management skills
- Financial management skills
- Effective communication skills
- Project Management Skills
- Valid driver's licence.

Core Competencies:

- Knowledge and understanding of national heritage legislation and international museum organisations
- Proven leadership skills
- Strategic planning and policy development skills
- People management skills
- Financial management skills
- Effective communication skills
- Project Management
- Valid driver's licence.

Behavioural Competencies

- Excellent written and oral communication skills
- Ability to demonstrate leadership skills
- Team management
- Interpersonal skills
- Excellent analytical skills
- Abstract reasoning skills
- Excellent organisation skills
- Diversity Management
- Impact and influence
- Managing interpersonal conflict
- Problem solving
- Team dynamics
- Emotional Intelligence
- Impact and influence
- Networking and building business contacts

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

Forward a detailed CV, accompanied by certified copies your ID and qualification certificates as well as contactable referees, to recruitment@robber-island.org.za or fax 021 425 2131 by no later than **05 February 2012.**

A market- related remuneration is offered based on experience and qualification.

Note: If you do not hear from us within 30 days, please consider your application unsuccessful.