



an agency of the  
Department of Sport, Arts and Culture

☒ 266, Bloemfontein, 9300  
36 Aliwal Street / Aliwalstraat 36  
South Africa / Suid-Afrika  
☎ 051 - 4479609 ☒ 051 - 4476273  
www.nasmus.co.za

Incorporating the satellites:	Insluitend die sateliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Waenhuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

# VACANCY

## INTERN GENERAL ASSISTANT: MAINTENANCE OLIEWENHUIS ART MUSEUM

**(18 months fixed term contract)**

The National Museum, Bloemfontein invites applications for the following position:

National Museum, Bloemfontein is seeking dedicated and motivated young graduate to gain experience in an internship in the maintenance field. The intern should meet the criteria and requirements of the position.

**Very important! To be eligible for this opportunity, applicants must strictly be based in Bloemfontein or in the vicinity of Mangaung Metro Municipality, no applications outside these areas will be considered.**

Salary: You will be paid a stipend amount equivalent to your NQF level.

### Qualifications, knowledge, skills and abilities

- Minimum Grade 10 and NCV or N1 qualification in any of the following areas: building, plumbing, bricklaying, plastering, welding, electrician.
- Knowledge of general handyman duties ( working with manual and electrical tools)
- Knowledge of Occupational Health and Safety in the workplace.

### Physical attributes:

- Must be physically fit to lift heavy tools, heavy objects and to climb on a ladder.
- Must be a hard worker, willing to learn new skills especially relating to an art museum and heritage assets.
- Good interpersonal relations, team worker.
- Must be willing to work outside normal working hours when requested to do so.

## **Recruitment Details**

- Communication will be limited to the short-listed candidates only.
- Short-listed candidates will be subjected to a comprehensive selection process
- The National Museum is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore people from designated groups, including those with disabilities, are encouraged to apply.
- The National Museum reserves the right not to fill an advertised position.
- If you meet ALL the stated requirements, kindly e-mail your application to [adminsupport@nasmus.co.za](mailto:adminsupport@nasmus.co.za), including a cover letter, the National Museum Employment application form obtainable from the website, certified copies of ID, qualifications and a comprehensive CV with 3 contactable references (no application will be accepted with incomplete documents).
- Applications not meeting the criteria will be automatically disqualified.
- Should you not hear from us within one month after the closing date, consider your application unsuccessful.

**Enquiries: For further enquiries, contact HR department on 051 4479609.**

**Closing date: 24 October 2024**

**National Museum, Bloemfontein**  
2024

**INTERN: GENERAL ASSISTANT- OLIEWENHUIS MAINTENANCE**

**Supervisor:** Senior Caretaker: Oliewenhuis Art Museum  
**Substitute:** N/A  
**Supervisee/s:** N/A  
**Job Title:** Intern: General Assistant - Maintenance  
**Level:** Intern  
**Period:** 18 months

**Purpose of the Position**

The main purpose of the post is to create an opportunity for an unemployed youth to gain work experience and to increase their employability in the job market. The intern will receive training and practical work experience in general building maintenance.

**Key Performance Areas**

- KPA 1 – Maintenance of all buildings and structures on Oliewenhuis premises
- KPA 2 – Assist with installations of exhibitions
- KPA 3 – Assist with conservation of outdoor sculptures
- KPA 4 – Assist with general tasks, projects and events

**Knowledge, Skills and Abilities:**

**Qualification:** Minimum grade 10 and NCV or N1 Qualification in any one of the following areas building, plumbing, bricklaying, plastering, welding, electrician.

**Knowledge:** Knowledge of general handyman related work and associated tools.  
Knowledge of safety in the workplace.

**Physical and personal attributes:** Must be physically fit to lift and carry tools, heavy objects and climb a ladder. Responsive and hardworking individual. Neat worker. Willingness to learn new skills especially relating to working in an art museum, with or close to heritage assets. Have good interpersonal relations and ability to work in a group. Be able to work after-hours.

<b>Task Group</b>	<b>Weighting %</b>
KPA 1 – Maintenance of all buildings and structures on Oliewenhuis premises	40
KPA 2 – Assist with installations of exhibitions	30
KPA 3 – Assist with conservation of outdoor sculptures	20
KPA 4 – Assist with general tasks, project and events	10
<b>TOTAL</b>	<b>100%</b>

**KPA 1 –Maintenance of all building and structures on the premises**

<b>PROCESS</b>	<b>TASK</b>
Inspect the buildings and outside structures at	<ul style="list-style-type: none"><li>• Weekly inspect all the physical buildings on site, storerooms and all structures for any deterioration requiring maintenance</li></ul>

**National Museum, Bloemfontein**  
2024

Oliewenhuis	<ul style="list-style-type: none"> <li>• Keep a logbook of items requiring maintenance and regularly update the Curator</li> <li>• Respond to officials requesting an inspection of problems</li> </ul>
Electrical maintenance (excludes work reserved for qualified electricians)	<ul style="list-style-type: none"> <li>• Remove old light bulbs and dispose correctly</li> <li>• Requisition to purchase new lightbulbs if out of stock</li> <li>• Replace lightbulbs</li> <li>• Related electrical maintenance work such as attaching plugs or making extensions.</li> </ul>
Execute maintenance tasks as per planning.  (These tasks excludes those that need a qualified specialist)	<ul style="list-style-type: none"> <li>• Fix basic plumbing problems.</li> <li>• Installing/replacing/fastening information frames, boards, notices and other signage.</li> <li>• Clean gutters and Main Building balconies.</li> <li>• Sanding, painting, varnishing and related tasks</li> <li>• Plastering and other work with cement</li> <li>• Basic carpentry</li> <li>• Basic welding of poles and other metal structures on the premises</li> </ul>
Maintain maintenance related tools and materials	<ul style="list-style-type: none"> <li>• Safely and neatly store all tools and materials for maintenance.</li> <li>• Keep all allocated storerooms clean and neat.</li> </ul>

**KPA 2 – Assist with installations**

<b>PROCESS</b>	<b>TASK</b>
Moving art and other equipment	<ul style="list-style-type: none"> <li>• Assist to move art only under direction of exhibition staff</li> <li>• Assist with unloading, loading associated with the art museum</li> </ul>
Installations	<ul style="list-style-type: none"> <li>• Assist to install art exhibitions under direction of exhibition staff</li> <li>• Assist to uninstall art exhibitions under direction of exhibition staff</li> </ul>
Build exhibitions	<ul style="list-style-type: none"> <li>• Assist Oliewenhuis team and National Museum team with building work related to various exhibitions</li> </ul>

**KPA 3 – Assist with conservation of outdoor sculptures**

<b>PROCESS</b>	<b>TASK</b>
African Carousel sculptures	<ul style="list-style-type: none"> <li>• Effective weekly conservation of artworks on African Carousel per schedule, method and materials as managed and overseen by Collection Manager</li> </ul>
Sculpture Garden	<ul style="list-style-type: none"> <li>• Effective weekly conservation of artworks in Sculpture Park per schedule, method and materials as managed and overseen by Collection Manager</li> <li>• Keep artwork labels clean and readable.</li> <li>• Assist Collections Manager with re-installing/ moving</li> </ul>

**National Museum, Bloemfontein**  
2024

	sculptures.
Cement and Mosaic Project sculptures	<ul style="list-style-type: none"> <li>• Conduct weekly inspection of all Cement and Mosaic Project sculptures as per checklist.</li> <li>• Effective restoration of per schedule, method and materials as managed by Collection Manager.</li> <li>• Keep artwork labels clean and readable.</li> </ul>

**KPA 4 – Assist with general tasks, projects and events**

<b>PROCESS</b>	<b>TASK</b>
Administration	<ul style="list-style-type: none"> <li>• Make phone calls, take messages associated with your work</li> <li>• Provide information on the status of any maintenance activities when requested</li> <li>• Keep users updated on expected time of completion of tasks and any associated delays</li> <li>• Maintain record of activities attended to daily in log book</li> <li>• Provide Manager with monthly activities completed per log book</li> </ul>
Ad hoc	<ul style="list-style-type: none"> <li>• Ad hoc relief at gate</li> <li>• Ad hoc set up assistance</li> <li>• Ad hoc – assist the Senior Caretaker with any on site supervision of outside contractor's working on site</li> <li>• Assist at openings and events, including after-hours with general security.</li> <li>• Assist other staff members with reasonable requests.</li> </ul>

Terms of Contract: Intern

Print Name:.....

Signature:.....

Date:.....