

**CALL FOR APPLICATIONS: Public Programmes Coordinator**  
**(PERMANENT CONTRACT WITH THREE MONTHS' PROBATION, GRADE C5, SALARY R 276 639.46 TOTAL COST OF EMPLOYMENT)**

Constitution Hill Development Company seeks to appoint a **Public Programmes Coordinator** to coordinate the implementation of Public Programmes in order to achieve operational effectiveness and efficiency.

**Key Accountabilities:**

- Public Programmes (book launches, dialogues, festivals, seminars, campaigns, Workshops and material development)
- Implement the strategy and plan for all HET programmes, to ensure that relevant programmes are sourced and delivered on in line with best practice and the sites objectives.
- Coordinate all relevant public programmes at the site so that the relevance of the site as an information hub is maintained and grown.
- Draft and administer relevant documents for payments and ensure that they meet necessary procurement requirements and timelines so that good governance is ensured in the department.
- Comply with departmental reporting requirements and internal deadlines.
- Operate within relevant policies and procedures for partnering on HET programmes to ensure achievement of strategic objectives.
- Oversee programmes and related queries from schools, visitors and the general public in a timely manner.
- Organise and facilitate Teacher and Learner workshops.
- Review public programme content/learning material and approve as appropriate
- Develop of Human Rights focused Materials aimed at public, learners and teachers.
- Facilitate lectures and discussions that are focused in Human Rights, Constitution and Democracy
- Develop work plans and outcomes on a weekly basis to ensure that timelines and outcomes are predefined and delivered upon in an effective and efficient manner.
- Perform all functions of the department in a manner that enhances its image as a museum and a heritage site as well as an information hub in the city.
- Implement Public Programmes within the confines of the annual budget and in line with the strategy and plan to meet strategic objectives.
- Identify relevant fundraising / sponsorship / funding activities for key Public Programmes.
- Liaise with relevant third parties in this field to achieve mutual benefits, opportunities and sharing of expertise and experience to enhance HET programme standards and practices.
- Meet necessary reporting requirements and internal deadlines to ensure that the department is effectively and efficiently run according to the department's strategic objectives.
- Develop a database of contacts in the local community and community based organisations.
- Develop and maintain social media campaigns and marketing initiatives and ensure daily updates via Social media platform for all events, public programmes, and exhibitions held on site.
- Develop business processes, systems and procedures to ensure efficient measurement of the public programmes and support role.
- Submit and deliver on, work plans and outcomes on a weekly basis to ensure that timelines and outcomes are predefined and delivered upon in an effective and efficient manner.
- The job is required to execute the functions of the department in a manner that enhances the image of the site as a museum and a heritage site.

**Qualification and Experience:** Grade 12 plus Relevant qualification. Knowledge of Human Rights, Constitutionalism and Democracy. Minimum three years of experience in a similar environment.

To be considered for this position, the following is considered **essential**:

- Proficiency in Microsoft Office
- Extensive knowledge of museums, galleries and heritage issues
- Planning and organising of public programmes
- Project Management
- Excellent communication skills, both verbal and written including the ability to organise and present own views in a logical manner with content and terminology appropriate to the audience.
- Leadership, Decision making skills and Organisational skills
- Ability to work in an integrated environment with multiple reporting requirements
- Attention to detail, Strong Coordination, Planning and organising skills

Preference will be given to people with disabilities, women and under-represented groups to promote Employment Equity within the group.

The closing date for applications is **30 June 2018, 12h00 midday** and only shortlisted candidates will be contacted.

Enquiries and submissions should be addressed to [recruitment@constitutionhill.org.za](mailto:recruitment@constitutionhill.org.za)

Constitution Hill reserves the right to make an appointment.