

**National Museum, Bloemfontein**  
2022

**Supervisor:** HOD/Project Manager: Art Bank of South Africa  
**Substitute:** N/A  
**Supervisee/s:** N/A  
**Job Title:** PESP3 National Coordinator (YR1)  
**Level:** R15 000 per month (10months)

**Purpose of the Position**

The main purpose of the post is to assist the PESP3 lead by providing project coordination support for the delivery of the project. This will involve providing administrative and project management support to assist the project lead to coordinate the delivery of the project at a national level. The incumbent will be involved in liaising with project teams, document collation, project administration, report writing and minutes. The ideal candidate must be a self-starter with excellent written and verbal communication skills. Knowledge of the visual arts scene in South Africa and experience in implementing art projects, coordinating artists and multiple stakeholders is recommended

**Key Performance Areas**

KPA1 Project Administration  
KPA2 Documentation Management collation  
KPA3 Reporting

**Knowledge, Skills, and Abilities:**

**Qualification:** Qualifications in Visual Arts NQF level 6 or higher. Code 8 Drivers License.

**Experience:** Solid track record of project administration/coordination (minimum 3 years).

**Knowledge:** Strong knowledge of the visual arts scene in South Africa and art practices. Experience in administration, especially of cultural projects. In-depth understanding of operational characteristics, services, and activities of arts development projects.

**Personal Attitudes** Ability to work independently and ability to work in a team; Willingness to travel; Excellent communication (verbal and written) skills in English and interpersonal skills; organised, ability to work under pressure and to deadlines, self-motivated, ability to work well within a team, strong bias towards detail and accuracy, and ability to work with multiple projects simultaneously. Strong sense of responsibility.

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<b>Task Group</b>	<b>Weighting %</b>
KPA 1 – Project Administration	35
KPA 2 – Documentation Management	35
KPA 3 – Reporting	30
<b>TOTAL</b>	<b>100%</b>

**KPA 1- Project Administration**

<b>PROCESS</b>	<b>TASK</b>
Planning	<ol style="list-style-type: none"> <li>1. Assist with activity and resource planning</li> <li>2. Assist with analyses and manage project risk</li> <li>3. Create and update workflows, project plans and reporting templates</li> </ol>
Administration	<ol style="list-style-type: none"> <li>1. Liaising with project teams and manage project correspondence</li> <li>2. Coordinate submissions, selection process, and related correspondence and enquiries</li> <li>3. Work with ArtbankSA team and museum staff to facilitate logistics between programme beneficiaries</li> <li>4. Work with ArtbankSA team and museum staff to facilitate invoicing and payment</li> <li>5. Coordinate with necessary administration staff of the National Museum Bloemfontein and service providers and generally ensure that the project is moving forward on time</li> </ol>

**KPA 2- Documentation Management**

<b>PROCESS</b>	<b>TASK</b>
Documentation collation	<ol style="list-style-type: none"> <li>1. Collate reports from beneficiaries</li> <li>2. Prepare and provide documentation to internal teams and key stakeholders</li> <li>3. Managing documents such as the project plan, budget, schedule, or scope statement, as directed by the project lead. Make sure all documentation is backed-up</li> <li>4. Monitor and report on project progress and address potential issues</li> </ol>
Marketing	<ol style="list-style-type: none"> <li>1. Collate content for marketing and promotions from beneficiaries and stakeholders</li> <li>2. Assist with the marketing and promotion of the PESP3</li> </ol>

**KPA 3 - Reporting**

<b>PROCESS</b>	<b>TASK</b>
Progress Reports	<ol style="list-style-type: none"> <li>1. Weekly project status report to project lead</li> <li>2. Report monthly and supply supporting evidence to facilitate payments</li> <li>3. Assist with end year report</li> </ol>
Performance	<ol style="list-style-type: none"> <li>1. Reporting on activities and duties to project lead</li> </ol>
Meetings	<ol style="list-style-type: none"> <li>1. Scheduling stakeholder meetings and facilitating communication between the project lead and stakeholders</li> <li>2. Minutes project meetings</li> </ol>

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Terms of Contract: Full Time (probationary period applies)

Print Name:.....

Signature:.....

Date:.....