



## JOB PROFILE

<b>Position:</b>	Temporary Education Officer
<b>Department:</b>	Heritage and Knowledge
<b>Manager/Supervisor:</b>	Education and Outreach Manager
<b>Position Status:</b>	12 Months Fixed Contract
<b>Grade</b>	P08
<b>Position Reference Code</b>	HOD001

Freedom Park is a national monument and heritage destination dedicated to honouring all those who gave their lives in the struggles for freedom. It is established as a cultural institution reporting to the Minister of Sports, Arts and Culture and is situated at Salvokop, on the southern tip of Pretoria. Freedom Park is looking for ethical individuals who have a passion to contribute to national reconciliation and social cohesion. Applications are invited from suitably qualified and experienced persons for the position of Human Resources Manager.

### **JOB SUMMARY**

The primary purpose of this role is to deliver comprehensive educational programs and conduct both internal and external workshops focused on heritage. This involves engaging with both the formal and informal educational sectors to promote heritage awareness and understanding. Additionally, the role includes educational outreach to extend our programs' impact and reach within the community.

### **KEY PERFORMANCE AREAS**

- Develop and implement education and training projects and activities.
- Use exhibitions for creating awareness among the general public about South African heritage.

- Collate information in developing education and training programmes.
- Assist external role players in the assessment of education and training programmes.

## **JOB REQUIREMENTS**

### **Minimum Requirements:**

National Diploma (NQF 6) / bachelor's degree (NQF 7) in Education.  
1 to 3 years generalist with experience in a teaching and training environment, and/or  
1-3 years of relevant experience as an Education and Outreach Officer in a museum  
setting.

### **Skills and experience required:**

- Presentation Skills
- Workshop Skills
- Computer Literacy
- Communication Skills (Verbal and Written)
- Organizational skills
- Collaboration and teamwork
- Cultural sensitivity
- Outreach and community engagement

### **Competent in the following:**

Ability to give strategic direction, teamwork, good communication skills, good interpersonal skills, ability to manage activities of various team members from within the organisation and outside.

Ability to multitask, high professional standards, policy development, problem solving, analysis, decision making, work under pressure and administration.

Applications for internal candidates must be on internal application form.

Applications must be emailed to: [hr@freedompark.co.za](mailto:hr@freedompark.co.za).

All applications must contain a curriculum vitae, certified copies of educational certificates and or other qualifications and identity document. ***Kindly insert the job reference code on the subject line when applying for the position.***

Successful applicants will be subjected to a verification/security clearance.

Closing date is 09 June 2024

***NB: If you do not receive any response within 14 days of closing days, please assume that your application was not successful.***

***Correspondence will only be with shortlisted candidates.***