

Indigenous Knowledge Systems (IKS) Documentation Centre

based at Joule City's Research & Resource Hub, Cape Town is looking to appoint a

CENTRE COORDINATOR

to manage and coordinate the activities of the Western Cape Province Indigenous Knowledge Documentation Centre (IKSDC) and ensure that the program is properly administered.

Key responsibilities of this exciting and challenging new position include:

- engagement with communities in the Western Cape Province, who hold Indigenous Knowledges
- the facilitation of community Indigenous Knowledge Systems (IKS) cataloguing and recording of activities
- identification and fostering of training opportunities
- ensuring community input into plans and projects for documentation
- administration and monitoring of community empowerment and transfer initiatives

The position provides input and guidance in managing and maintaining the necessary curation and preservation practices required to manage Indigenous Knowledge content on an electronic system that contains a digital library and other specific services.

Applicants must have a considered understanding of the scope of Indigenous Knowledge Systems and 'conceptions of knowledge & society' in South and Southern Africa - notably within the Western Cape Province.

Skills required include

- Stakeholder Analysis and Management skills
- Strong Communication and Strategy Collaboration skills
- Research and Data Management
- Planning and Organizing
- Technology, Applications and Computer skills
- Project Management
- Change and Risk management
- Basic Financial Management

Competency Requirements

- Office administration and management
- Indigenous Knowledge Systems
- Community transfer programs, services and resources
- An understanding of relevant municipal legislation, policies and procedures
- A basic understanding of Intellectual Property Rights
- Competency in languages is advantageous: English, Afrikaans, Xhosa

Qualifications

A degree or diploma in Library or Information Science, Knowledge Management, Anthropology, Sociology, Heritage or Cultural Management, African Studies or a related field.

Applicants must have 2-3 years experience in the coordination or management of community development programs with some exposure to the documentation of Indigenous Knowledge being highly desirable. Experience in research, project management, finance and administrative management and the demonstrated ability to manage a database is also required, as are strong communication and creative skills and the ability to write reports

Salary: A market-related salary commensurate with qualifications and experience will be offered.

*If you wish to apply please send an **updated CV** (no more than four pages, and including three relevant contactable professional Referees) and a **Motivation Letter** clearly stating why you believe that your skills and experience make you a suitable candidate to lisa@actionappointments.co.za by **Monday 2nd December 2013**.*

Important: Please also download and complete the Action Appointments Biosummary Form which can be found at the top of the Vacancies page at www.actionappointments.co.za and send it along with your CV and Motivation Letter – all in Word format please.

