



Museums Association of Namibia
Making Museums Matter - Since 1990

WE ARE HIRING DIRECTOR

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WE ARE HIRING!

DIRECTOR

The Museums Association of Namibia (MAN) is a Non-Governmental Organisation representing museums and heritage institutions throughout Namibia. As a representative body, it supports museums in various ways, such as in the field of training, funding and the networking of professionals. MAN invites qualified individuals to apply for the following position.

POSITION: Director (5-Year Fixed Term – Windhoek, Starting 01 July 2026)

REPORTING DIRECTLY TO: Executive Committee

ANNUAL REMUNERATION (TOTAL COST TO COMPANY): N\$650,000.00 – N\$700,000.00

BENEFITS: Medical Aid – 50% Company contribution and 13th Cheque (Included in Annual Remuneration)

MAIN RESPONSIBILITIES

- The overall management and oversight of the Museums Association of Namibia (MAN), including its operations and resources.
- The Execution of the MAN's Mandate and Objectives, and the development and delivery of the MAN's goals and strategies for growth.
- Develop a Regional Museum Development Strategy that meets the needs of museums & museum professionals, & to build & maintain a strong membership base.
- Research & develop projects to address emerging trends & best practices in the museum sector to create value for MAN members.
- Develop, cultivate & maintain relationships with local, national & international organisations & partners.
- Oversee the planning & implementation of the Museums Association of Namibia AGM & ensure strong representation by members.
- Maintain and grow an active and involved member base for the organisation.
- Assist institutional and associate members in developing and implementing Action and Funding Plans.
- Conduct consultative workshops to draw up Action and Funding Plans for museums
- Oversee applications for the Regional Museum Development grants.
- Develop research & development projects & strategies for museums & collections locally & abroad (exhibition, research reports, etc.)
- Develop an annual National training workshop schedule and training materials relevant to the museum sector and landscape
- Represents the Museums Association of Namibia at all official business interactions. business negotiations, publicity and meetings.
- Develop and oversee the implementation of a cost-effective Marketing Plan.
- Develop and implement new fundraising strategies, including the growth and maintenance of the current and prospective Donor base.
- Develop operating and project budgets for Executive Committee approval.
- Oversee funds and spending and maintain accurate and timely accounts.
- Support Executive Committee meetings and activities.

REQUIREMENTS AND QUALIFICATIONS

- A Post-graduate university qualification (NQF level 8 or higher) in Museums, Heritage, Culture, History, Education (History) with a minimum of 8 years (5 of which are in a managerial position) experience in the Heritage, Arts and Culture Sector, or in a Non-Profit Organisation.
- A university degree (NQF level 7 or higher) in Management (Business, Finance, Project or Operations) will be an added advantage

AND

- Experience in fundraising for Non-Profit Organisations
- Experience in managing projects in Non-Profit Organisations
- Good operative and strategic knowledge of the Museums Association of Namibia, and the Art, Culture and Heritage sector in Namibia, and globally.
- Experience in Developing Training Materials and conducting Training
- Experience in Developing Museum Exhibition Content will be an added advantage
- Code B Driver's License
- Proficiency in MS Office
- A passion for culture, heritage and education
- Ability to work under pressure
- Analytical and problem-solving skills
- Willingness to travel
- Namibian Citizen or Permanent Resident
- Fluent in English
- Proficiency in an Indigenous Namibian language will be an added advantage

HOW TO APPLY

Send a 2-page motivation letter, together with a 5-year, high-level strategic plan for the organisation. (Font: Calibri Light, 12, 1.5 spacing) and a 1-page CV and supporting documents

To: info@museums.com.na

Subject: Director Application 2026

By: Sunday, 10 May 2026, at midnight

- No applications sent to an email address other than the one listed above will be considered (including other MAN official email addresses)
- No hardcopy applications will be considered
- No unmerged documents will be considered
- No late applications will be considered
- Only shortlisted candidates will be contacted. If you have not heard from us within two weeks of the closing date, please consider your application unsuccessful.

INQUIRIES: Email: Info@museums.com.na or Tel: +26461302230