**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Code** | **017** |
| **Designation** | **Documentation Officer** |
| **Location (place of posting)** | Mumbai |
| **Tenure** | 6 Months |
| **Remuneration** | Rs.30,000/- |
| **Age** | 25 years and above |
|  |  |
| **I. Reporting Relationships:** |
| 1. Designation(s) of person(s) the role reports to: Assistant Director (Gallery)
 |
| 1. Designation(s) of person(s) who report to the role holder (Employees directly or indirectly supervised):
 |
| **II. Contacts / Needs to interact with:** |
| 1. Internal contacts (Roles and the Departments within the museum, the job holder is required to regularly interface with):

Director General, Curatorial, Education, Conservation and Administration Department  |
| 1. External contacts(Government / agencies/ visitors etc., the job holder is required to regularly interface with):

Archival Institutes |
| **III. Qualification / Competency requirements, in addition to experience, that will enable the role holder to be more effective, even when it’s not mandatory:** |
| 1. **Educational Qualifications:**
 |
|  Essential: Graduate with degree / diploma in Museology from recognised university. |
|  Computer knowledge, Archival Management.  |
| 1. **Attributes / Skills / Competencies Required(E.g.: Communication skills, written / spoken English /foreign language proficiency, analytical skills)**
 |
| * Enthusiastic, self –starter, good communication skills, analytical skills.
 |
| **IV. Experience:** |
| 1. **Total relevant Experience, in years:**
 | Minimum 2 years |
| 1. **Areas of experience:**
 | Hands on experience in documentation and digitization related assignments preferably in a Museum. Knowledge of Institutional Archives. |

|  |
| --- |
| **V. Job Responsibilities:** |
| 1. **Job Objective / Summary:**
 |
| * Data Management.
 |
| 1. **Key duties & responsibilities / Major Results To Be Accomplished: (E.g.: No. of visitors to be in touch with in a day / no. of employees to be supervised / funds to be collected /visitors satisfaction levels to be ensured; if applicable)**
 |
| 1. Data entry of the digitised objects
2. Updating the software
3. Looking after the overall functioning, progress of digitization work.
4. Looking after the Archival scanning of the Museum collection & updating it in software.
 |

|  |
| --- |
| Interested candidates may send only CV on or before 12th August 2017 to Assistant Director (Admin)**Chhatrapati Shivaji Maharaj Vastu Sangrahalaya**159-161, Mahatma Gandhi Road, Mumbai – 400023.Super subscribe the envelope with the post applied for with the Job Code No. Or email on recruitmentcsmvs@gmail.com mentioning the Job code and Post in the subject line.The decision of the Board of Trustees in the matter shall be final and they shall not be obliged to give any reasons for the same. |