



nhc

National Heritage Council
SOUTH AFRICA

an agency of the
Department of Arts and Culture

15

353 Festival Street | Hatfield |
Pretoria, 0028 | P.O. Box
74097, Lynnwood Ridge |
South Africa, 0040
Tel: 012 348 1663
www.nhc.org.za



VACANCIES

The National Heritage Council is looking for qualified, experienced, talented and enthusiastic people to join its dedicated team. Interested persons who meet the requirements should forward their applications and detailed Curriculum Vitae to Human Resources Unit: National Heritage Council, P.O. Box 74097, Lynnwood Ridge 0040 or e-mail hr@nhc.org.za; Enquiries may be directed to a.noge@nhc.org.za

The NHC is an equal opportunity employer and encourages applications from women and people with disabilities.

Closing date: 22 November. No late applications will be accepted

JOB TITLE	Systems Administrator (Information Technology)
REPORTS TO	Information Technology Manager
UNIT	Corporate Services Unit
GRADE	C5
LOCATION	Pretoria
STATUTE	Permanent
POSITION REFERENCE	SA/CS/01/2019

PRIMARY PURPOSE OF THE JOB

The National Heritage Council seeks the professional service of a self-motivated, driven, goal and project-oriented candidate to be responsible for the IT Systems Administrator.

The position entails the effective development, implementation and monitoring of all business Key Performance Areas and Reporting, Continuous analysis of business processes and operations systems for possible enhancements and improvements, eliminate data quality deficiencies, system errors.

Provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure.

The incumbent will ensure that system hardware, operating and software systems, and related procedures adhere to organisational requirements.

To promote continuous improvements in the Information Technological and Operations systems.

Provide user training and assistance on operational systems
Provide IT support for operational systems of data and performance analysis

KEY PERFORMANCE AREAS

- Monitor the performance of Hardware and Software Systems.
- Capture incidents in Helpdesk register.
- Install and configure necessary changes to new systems.
- Set-up new user accounts.
- Change access rights to any of the systems as and when required.
- Ensure backups are done and monitored.
- Upgrade and patch existing systems.
- Recover any backup information needed.
- Assist in developing the implementation plan.
- Implementation of new or upgraded technology.
- Testing of Technology.
- Monitor and maintain the data centre technology.
- Draw up report on technology status.
- Research Information Technology websites to stay up to date with latest trends.
- Keep up to date with latest Information Technology governance/processes.

JOB REQUIREMENTS

Minimum educational requirements

3 years National Degree or Diploma in IT/ NQF Level 6

Required Experience

3 to 5 years experience in a similar role

Required functional knowledge and skills

- Database Management Systems
- Network environment
- Internet software
- Network security
- Firewall administration
- Information Security best practice
- Computer troubleshooting
- Software development

JOB TITLE:	Legal Officer
REPORTS TO:	Chief Executive Officer
UNIT:	Office of the CEO
LOCATION:	Pretoria
APPROVED GRADE:	C5
STATUS OF VACANCY:	Permanent
VACANCY REFERENCE:	LCO / CEO /01/2019

PRIMARY PURPOSE

Provide legal and risk management services as well as ensure compliance at the National Heritage Council.

KEY PERFORMANCE AREAS

- Provide legal services to the NHC.
- Compliance and Corporate Governance.
- Risk management.

MINIMUM QUALIFICATIONS / EXPERIENCE

Minimum education required

- Legal 3 years degree, Para-Legal Certificate/Diploma, NQF Level 7 equivalent or relevant
- Must have attended Practical Legal Training
- Must have passed attorney Board Exams OR be an admitted attorney

Required experience

- 3 years relevant experience in a Legal Compliance environment

Required functional knowledge / skills

- Understanding of policies and legislation
- General understanding of South African law
- Project management
- Lobbying
- Compiling strategic documents
- Organisational communication effectiveness
- Networking
- Negotiation skills
- Facilitation skills
- Presentation skills
- Planning and organizing
- Mitigating risks
- Microsoft Office – Outlook, Word and Excel

JOB TITLE:	Programmes Support Officer: Living Heritage
REPORTS TO:	Programmes Manager: Living Heritage
UNIT:	Living Heritage
LOCATION:	Pretoria
APPROVED GRADE:	C3
POSITION REFERENCE:	PSO/ LH/01/2019
STATUS OF VACANCY:	Permanent

PRIMARY PURPOSE

The Programmes Support Officer (PSO) is responsible for coordinating, collecting and managing under supervision, project administrative activities and office operations and procedures.

The PSO has responsibility for day-to-day and monthly project and operational issues within the Functional areas and interact with NHC units such as Finance, HR and Supply Chain Management.

KEY PERFORMANCE AREAS

- Performing of Effective Office Administrative Support function for the Living Heritage unit.
- Provide support to the Living Heritage functional unit.

MINIMUM QUALIFICATIONS / EXPERIENCE

Minimum educational requirements

Minimum educational requirements 3 year -Diploma in Project Management/ or relevant equivalent qualification, NQF Level 6

Required Experience

3 years work experience in an Office Administrative role

OR

2 years work experience in the Management and Coordination of projects

Required functional knowledge / skills

- Computer literacy: MS Office
- Report writing
- Project management
- Verbal & Written communication
- Information management
- Community Development
- Database management
- Meeting management
- Understanding of policies and legislation within and other areas impacting on the NHC

The successful candidate will be required to travel from time to time.
A valid SA driver's license code 08 is a prerequisite.

JOB TITLE:	Personal Assistant to Executive Core Business
REPORTS TO:	Executive Core Business
UNIT:	Core Business
LOCATION:	Pretoria
APPROVED GRADE:	C2
STATUS OF VACANCY:	Permanent
VACANCY REFERENCE:	PA/ ECB/ 01 /2019

PRIMARY PURPOSE

The Personal Assistant is responsible for the efficient management of the office of the Executive of Core Business and renders administration support thereto. This entails coordination of administration processes in the Executive of Core Business office.

The NHC Heritage Panel of Experts and other Ad Hoc Committees coordinated by the office of the Executive Core Business, as well as the Living Heritage unit, RHLR unit and Funding unit.

KEY PERFORMANCE AREAS:

- Performing of Effective Office Administrative Support function to the Executive Core Business
- Performing of Effective Office Administrative Support function to the Core Business Functional Unit
- Participate in continuous improvement of self and role outputs / services
- Assist in creating and distributing meeting minutes for the monthly manager's meetings and other executive meetings

MINIMUM QUALIFICATIONS / EXPERIENCE

Minimum education required

Grade 12/Matric or 3 years Diploma or Degree in Administration /Management and / or relevant related equivalent, NQF Level 7

Required experience

2-3 Years' Experience in an office administration role

Required functional knowledge and skills

- Computer literacy: MS Office
- Understanding of policies and legislation within and other areas impacting on the NHC
- Project management
- Communication and facilitation
- Information management
- Community Development
- Report writing
- Database management
- Meetings management
- Decisiveness
- Business acumen
- Analytical Ability
- Problem analysis and solution skills
- Attention to detail

JOB TITLE:	Projects Specialist-Project Management Office
REPORTS TO:	Programmes Manager: RLHR
UNIT:	Project Management Office
LOCATION:	Pretoria
GRADE:	C4
REFERENCE:	PS/01/2019/PMO
STATUS OF VACANCY:	12 Months Contract

PRIMARY PURPOSE

Project specialist will work alongside staff members to oversee assigned projects by the NHC. The incumbent must be able to identify and rectify potential problems within specific projects.

Provide project management support to deliver projects within the established budget and time lines. A Project specialist is a key member of the project team, will be expected to participate in programmes and project development, disseminate project information and serve as an active participant in project-related work groups and committees. Responsible for coordinating project activities, collaborating with project team members, developing measurable project goals and objectives, and monitoring progress toward achievement. As a Project specialist you will be required to prepare agendas for meetings, document key decisions and reporting.

KEY PERFORMANCE AREAS

- Plan new projects and appraise current project needs.
- Manage project schedules and budgets.
- Determine project priority.
- Receive regular updates.

- Create presentations.
- Monitor project performance.
- Assign duties to staff.
- Provide support to the RHLR functional unit.

MINIMUM QUALIFICATIONS / EXPERIENCE

Minimum educational requirements

Relevant 3 years Diploma or Degree in Project Management or equivalent qualification, NQF Level 6

Required Experience

3 to 5 years of Project Management experience

Required functional knowledge / skills

- Computer literacy: MS Office
- Report writing skills (oral& written)
- Project management
- Stakeholder facilitation
- Information management
- Community Development
- Database management
- Meetings management
- Understanding of policies and legislation within and other areas impacting on the NHC

JOB TITLE:	Engagement Officer: Resistance & Liberation Heritage Route
REPORTS TO:	Programmes Manager: RLHR
UNIT:	Resistance & Liberation Heritage Route (RLHR)
LOCATION:	Pretoria
GRADE:	C3
POSITION REFERENCE:	EO/RLHR/02/2019
STATUS OF VACANCY:	Permanent

PRIMARY PURPOSE

Responsible for managing stakeholders' relations to facilitate timely and cost-effective acceptance of the RLHR Provincial Chapters across South Africa.

KEY PERFORMANCE AREAS

- Providing active support to marketing and communications team on all public awareness programmes
- Providing reports and recommendations on the local stakeholder management agenda
- Facilitating workshops, focus groups on Liberation Heritage
- Conceptualising programmes to facilitate on- going participation in RLHR community projects
- Serving as community link for NHC researchers on Resistance & Liberation Heritage Route

MINIMUM QUALIFICATIONS / EXPERIENCE

Minimum educational requirements

3 years relevant Heritage degree or Political Science/Social Sciences, NQF Level 7

Required Experience

Between 1 to 5 years' relevant experience in a Social upliftment and working with political and society formations

OR

Between 1 to 2 years experience in Stakeholder Management

OR

Between 1 to 3 years' experience in the Management and Coordination of projects

Required functional knowledge and skills

- Project management
- Communication and facilitation skills (oral and written reports)
- Negotiating
- Community Development
- Liberation Heritage
- Computer literacy

JOB TITLE:	Project Support Officer: Project Management Office
REPORTS TO:	Programmes Manager: RLHR
UNIT:	Project Management Office
LOCATION:	Pretoria
GRADE:	C3
POSITION REFERENCE:	PSO/02/2019/PMO
STATUS OF VACANCY:	12 Months Contract

PRIMARY PURPOSE

Project Administrator are responsible to assist the Resistance and Liberation Heritage Route (RLHR) Unit through the Project Management Office with project management duties. The incumbent will oversee and performing administrative functions concerned with the RLHR project. This will include liaisons with projects personnel (Site Management and Staff, Contractors and other stakeholders), making appointments, ordering supplies, doing site visits and preparing reports for the Project Management Officer (PMO).

KEY PERFORMANCE AREAS

- Performing of effective project management office.
- Provide administrative support function for the RLHR unit.

MINIMUM QUALIFICATIONS / EXPERIENCE

Minimum educational requirements

Relevant 3 years Diploma or Degree in Project Management or equivalent qualification, NQF Level 6

Required Experience

Between 1 and 3 years work experience in an Office Administrative role

OR

Between 1 and 2 years' work experience in the Management and Coordination of projects

Required functional knowledge / skills

- Computer literacy: MS Office
- Report writing
- Project management
- Stakeholder facilitation
- Communication (Oral & written)
- Information management

- Community Development
- Database management
- Meetings management
- Understanding of policies and legislation within and other areas impacting on the NHC

Key Areas are the following:

- Information and Communication
- Budget and expenditure
- Coordinating meetings
- Taking minutes
- Organising venues
- Planning projects
- Updating the project calendar
- Creating Presentation
- Performing administrative duties
- Tracking projects

JOB TITLE:	Personal Assistant to the CFO/Administration Support
REPORTS TO:	Chief Financial Officer
UNIT:	Corporate Services
LOCATION:	Pretoria
GRADE:	C2
POSITION REFERENCE:	PA/CS/01/2019
STATUS OF VACANCY:	Permanent

PRIMARY PURPOSE

The Personal Assistant is responsible for the efficient management of the office of the CFO and renders admin support thereto.

KEY PERFORMANCE AREAS

- Performing of Effective Office Administrative Support function to the CFO
- Performing of Effective Office Administrative Support function to the Corporate Services Functional Unit
- Participate in continuous improvement of self and role outputs / services

MINIMUM QUALIFICATIONS / EXPERIENCE

Minimum education required

Grade 12/Matric or 3 years Diploma or Degree in Administration /Management and / or relevant related equivalent, NQF Level 7

Required experience

2-3 Years' Experience in an office administration role

Required functional knowledge and skills

- Computer literacy: Access, Excel, MS Word, PowerPoint and Outlook
- Understanding of policies and legislation within and other areas impacting on the NHC
- Project management
- Communication and facilitation
- Information management
- Community Development
- Report writing

- Database management
- Meetings management

JOB TITLE:	Accountant Assets & Revenue
REPORTS TO:	Chief Financial Officer
UNIT:	Corporate Services
LOCATION:	Pretoria
APPROVED GRADE:	C5
POSITION REFERENCE:	AR/CS/02/2019
STATUS OF VACANCY:	Permanent

PRIMARY PURPOSE

Provides assistance to the Finance Manager and is responsible for the management and costing and depreciation of fixed and current assets, revenue and cash management.

KEY PERFORMANCE AREAS

- Financial Management and controls on fiscal allocation for the operations of the NHC
- Achievement of unit's operational plans
- Maintain NHC's culture within the unit
- Support the Finance Division

MINIMUM QUALIFICATIONS / EXPERIENCE

Minimum educational requirements

- 3 years Degree in Financial/ Accounting or equivalent financial qualification, NQF Level 7
- Completed Articles (Advantageous)

Required experience

- 3 to 5 years experience within a financial advisory role
- Experience with general ledger functions and the month-end/year-end close process
- 1 Year' in a supervising role (Advantageous)

Required functional knowledge and skills

- Financial and Management accounting knowledge and skills
- Understanding of Corporate Governance
- Full understanding of PFMA
- Understanding of the strategic delivery requirements of NHC
- Information systems management such as MS word, Power Point, Pastel, Excel, CaseWare
- People management
- Numerical fluency
- Ability to cope under pressure
- Planning and organising
- Results orientation
- Analytical thinking
- Sound decision making on financial knowledge
- Time management
- Teamwork
- Budgeting and Planning
- Thorough knowledge of basic accounting procedures
- Understanding of GRAP
- Awareness of business trends
- Familiarity with financial accounting statements

- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills

Closing date: 22 November. No late applications will be accepted

Submission of applications and detailed Curriculum Vitae: Human Resources Unit - National Heritage Council, P.O. Box 74097, Lynnwood Ridge, 0040 or e-mail hr@nhc.org.za;

Enquiries may be directed to a.noge@nhc.org.za

NB: All applications must be submitted with certified and relevant qualifications.

Applications not responded to within 30 days of closing date must be considered unsuccessful.