



**nhc**

National Heritage Council  
SOUTH AFRICA

an agency of the  
Department of Arts and Culture

353 Festival Street | Hatfield |  
Pretoria, 0028 | P.O Box  
74097, Lynnwood Ridge |  
South Africa, 0040  
Tel: 012 748 3949  
www.nhc.org.za



## JOB PROFILE – COUNCIL SECRETARY

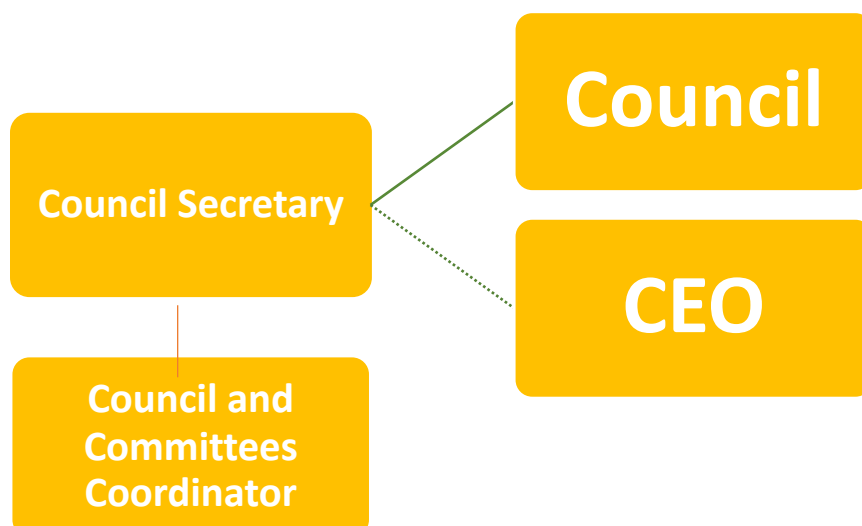
### JOB DETAILS

**JOB TITLE:** Council Secretary  
**REPORTS TO:** Council  
**UNIT:** Secretariat  
**LOCATION:** Pretoria, Hatfield

### PRIMARY PURPOSE OF THE JOB:

The Council Secretary is responsible for processes that are necessary to ensure that the National Heritage Council (NHC) complies with all applicable codes, legal and statutory requirements as well as provide support to the NHC council.

### POSITION IN THE ORGANISATION:



### IMPORTANT CONTACTS:

#### Advises:

- Council

#### Liases with:

- Executive Management
- Senior management
- Middle management (Supervisors)
- Admin staff
- Department of Sports, Arts and Culture

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## KEY PERFORMANCE AREAS

1. Provide efficient and effective support to council
2. Ensure that the NHC is in compliance with legislative and regulatory frameworks
4. Employee capacity building and performance management

## KEY PERFORMANCE AREAS

Note: The following list of Key Performance Areas and job activities are not exhaustive. The National Heritage Council may instruct the employee at any time to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job, or in accordance with operational requirements.

Terms:

KPA: What their area of responsibility includes

Job Activities: How they will go about implementing the KPA

KPI: How will we know the key performance area has been performed successfully?

Key Performance Area (KPA)	Job Activities	Key Performance Indicators (KPI)
1. Provide efficient and effective support to council	<ul style="list-style-type: none"> <li>• Manage Council and Committee meetings</li> <li>- Develop and communicate a schedule of meetings aligned to compliance imperatives</li> <li>- Ensure that Council and Committee meetings are efficiently arranged:               <ul style="list-style-type: none"> <li>• According to due dates as indicated on the schedule of meetings</li> <li>• All stakeholders are advised of meeting arrangements timeously</li> <li>• Quality assure the content of agendas, minutes of meetings, meeting packs, etc. to ensure accuracy</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Meetings are held, no interruptions, distractions</li> <li>• High attendance by members</li> <li>• Timeously recorded and distributed minutes</li> <li>• Timeous and accurate resolutions register</li> <li>• Agenda distribution on time</li> <li>• Council pack delivered on time</li> <li>• Compliance to charters, mandates, legislation</li> <li>• Clear audit reports</li> <li>• Efficient systems, policies and procedures</li> <li>• Feedback from Council members</li> <li>• Effectiveness of governance tools</li> </ul>



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Key Performance Area (KPA)	Job Activities	Key Performance Indicators (KPI)
	<p>and adherence to standards</p> <ul style="list-style-type: none"><li>- Ensure that meetings are in compliance with statutory governance and procedural requirements as set out in charters, mandates, etc.</li><li>- Provide timeous and correct inputs to regulations in terms of compliance with Companies and Insurance Acts and other applicable legislation and contribute to meeting discussions when required</li><li>- Ensure that the attendance registers are updated for each meeting</li><li>- Ensure that council resolutions are recorded in the Council</li><li>- Ensure that minutes of meetings are recorded and distributed to recipients</li><li>• Ensure that Council members are aware of compliance issues and their roles and responsibilities<ul style="list-style-type: none"><li>- Induct Council members on issues of compliance so that they are clear on what is expected of them</li></ul></li></ul>	

Key Performance Area (KPA)	Job Activities	Key Performance Indicators (KPI)
	<ul style="list-style-type: none"> <li>- Maintain responsibility for developing and maintaining governance tools, the Council Charter, code of conduct, induction manual, etc.</li> <li>- Maintain and facilitate corporate governance workshops to assist with education and awareness as the need arises</li> <li>- Ensure that the Council members are aware of their legal responsibilities, procedures that need to be followed and adherence requirements</li> <li>- Ensure the smooth running of Council activities and that Council members carry out their responsibilities accordingly</li> <li>• Manage logistical arrangements (e.g. travel)</li> <li>• Liaise with provinces and departments on appointments</li> </ul>	
2. Ensure that the NHC is in compliance with legislative and regulatory frameworks	<ul style="list-style-type: none"> <li>• Keep abreast of all legislative and regulatory developments: <ul style="list-style-type: none"> <li>- Those that might affect the Living heritage sector</li> <li>- Any amendment or new development in the law that may not just affect NHC but the entire Living Heritage sector</li> <li>- Review of amendments that may affect other acts</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Absence of litigation against the NHC</li> <li>• Adherence to regulatory procedures</li> <li>• No negative comebacks regarding advice provided</li> <li>• Timeous and accurate maintenance of registers</li> <li>• Timeous and accurate production of communication requirements</li> </ul>



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Key Performance Area (KPA)	Job Activities	Key Performance Indicators (KPI)
	<ul style="list-style-type: none"><li>• Provide advice accordingly regarding the changes and implications thereof<ul style="list-style-type: none"><li>- Discuss impact of changes with the Council</li></ul></li><li>• Review existing legislation based on experience, and advise the Council to either amend or apply alternative action, consider or seek further opinion when required</li><li>• If amendments need to be made, then liaise with the Department of Sports, Arts and Culture as necessary</li><li>• Ensure that all regulatory procedures are adhered to and advise when deviance occur, e.g. submission of reports on certain dates, templates, etc.</li><li>• Manage the production of annual and interim reports, circulars and all the stakeholder communications according to quality expectations</li><li>• Maintain accountability for registers, i.e. of Members Interest, attendance, Council resolutions and ensure timeous and accurate maintenance</li></ul>	

Key Performance Area (KPA)	Job Activities	Key Performance Indicators (KPI)
4. Employee capacity building and performance management	<ul style="list-style-type: none"> <li>• Provide information to inform staff with regard to NHC strategy and business plan and ensure that each one understands how their integrated efforts contribute to the results of the department</li> <li>• Provide clear work expectations and discuss goals with employees</li> <li>• Discuss and obtain agreement of deliverables, measures and targets with reporting staff</li> <li>• Monitor performance against targets on a quarterly basis and proactively implement corrective action to address performance problems</li> <li>• Ensure that direct reports are equipped with the necessary resources to produce their work</li> <li>• Support the induction of employees within the department and organisation</li> <li>• Communicate and explain the impact of divisional decisions</li> <li>• Create opportunities that encourage cooperation and team work</li> <li>• Advise employees on career opportunities and the requirements to achieve personal growth</li> <li>• Enable employees to implement and manage their development plans to address role competency gaps as well as personal growth and development</li> </ul>	<ul style="list-style-type: none"> <li>• Competency levels of employees</li> <li>• Team motivation levels</li> <li>• Idea generation for improvement</li> <li>• Employee turnover in the unit</li> <li>• Performance management audits</li> <li>• Performance management satisfaction feedback</li> </ul>



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## **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## **MINIMUM QUALIFICATIONS / EXPERIENCE**

### **Minimum education required**

- LLB Degree, equivalent NQF 8 qualification or relevant Degree
- Chartered Secretaries Southern Africa (CIS) (Desirable)

### **Required functional knowledge and skills**

- Understanding of policies and legislation
- Project management
- Lobbying
- Compiling strategic documents
- Organizational communication effectiveness
- Networking
- Negotiation skills
- Facilitation skills
- Presentation skills
- Planning and organizing
- Budgeting and Mitigating risks
- MS Office

### **Required experience**

- 3 years' relevant experience in the Secretariat
- 3-4 years' knowledge of governance issues within the public sector

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## **REGISTRATIONS:**

Registration with professional bodies will be an added advantage.

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**LANGUAGE SKILLS:**

Ability to read, analyse, and interpret official and legal documents. Ability to respond to common inquiries or complaints from stakeholders Ability to effectively present information to top management, Committees and the Council.

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**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

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**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and talk or hear. The employee is occasionally required to be mobile.

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**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

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**TRAVEL AND LICENSES:**

Travelling – 0%

A Driver's license is required

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





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Interested persons who meet the above criteria 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](mailto:hr@nhc.org.za)

Enquiries may be directed to [a.noge@nhc.org.za](mailto:a.noge@nhc.org.za)

**Closing date: 27 March 2020 – 12h00pm. No late applications will be accepted**

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

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