

**COUNCIL AND
COMMITTEE COORDINATOR ASSISTANT**

Ref no: SEC/10/04/2026

PRETORIA

The NATIONAL HERITAGE COUNCIL (NHC) of South Africa through the NHC Act, 1999 (Act of 1999), is responsible for the preservation, protection and promotion of heritage for sustainable development.

Position: Council and Committee Coordinator Assistant: Secretariat Unit

About the job:

The purpose of the Committee Coordinator Assistant is to provide a professional and effective administrative and committee secretarial services to designated committees of the council of NHC. Assist in ensuring coherent and prompt communication for the implementation of decisions as well as the maintenance records of decisions taken by various committees of council.

This is a **Twelve (12) Months fixed- term contract**, based in **Menlyn, Pretoria**.

Key responsibilities:

- **Council Committee Meeting Management:**
 - Understand the terms of reference of serviced committees.
 - Assist in developing the annual Committee Meeting Calendar.
 - Assist in Scheduling meetings as per calendar or as requested
 - Assist in dealing with urgent business requiring attention of the chairperson of a committee.
 - Understand committee interrelationships and advice for effective decision-making.



- Take heed from the Company Secretary on the Advice to designated committees and meetings of committees on Rules of Procedure and Committee Standing Orders.
 - Learn to serve as a reference point for committee members with regards to matters dealt with by the committee.
 - Respect turnaround times in all processes.
 - Prepare for meetings (meeting documentation, agendas, contact with committee members).
 - Be part of the team to brief the Chairperson and Secretary on the meeting agenda and related items.
 - Attend meetings and assist take meeting minutes.
 - Assist record keeping of attendance at meetings of committees
 - Advice on quorum matters at committee meetings.
 - Assist to compile and circulate action sheets for each meeting to ensure decisions are implemented.
 - Assist to compile electronic meeting minutes within agreed deadlines (turnaround times).
 - Assist in editing and proof-reading of meeting minutes.
 - Communication with stakeholders and committee members.
 - Filing and archiving of documents.
- **Other Responsibilities:**
- Ensure adherence to the Promotion of Access to Information Act and other relevant legislation and guidelines.
 - Adhere to quality standards in all areas of the job.
 - Present a positive image of the Council in all aspects of the job and maintain high levels of integrity.



▪ **Continuous improvement:**

- Participate in continuous improvement of self and role outputs/services.
- Continuously learn and keep up to date with new developments and changes within own role, the department, organisation and industry.
- Actively share the workload and responsibilities of the team when required, working collaboratively and supporting team members.
- Maintain ownership for own work, performance management and development.
- Maintain optimum quality of work outputs.
- Maintain open and honest communication.
- Engage in problem solving and continuous improvement processes that optimise role outputs and services.
- Efficiently utilise the NHC resources.
- Comply to NHC policies and procedures.

▪ **Qualifications, skills and experience:**

- M+3 Relevant Degree or equivalent qualification or Professional qualification such as Chartered Secretaries/Governance Professional course at NQF 7.
- Advanced Computer Literacy.
- Introductory Project Management.
- Knowledge of Committee work.
- Minimum 5 Years in Committee Administration.
- High level of confidentiality.
- Interpersonal skills.
- Communication skills
- Problem solving skills
- Negotiation skills.



- Attention to detail
- Language and editing
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of stakeholders or employees of organisation.
- Intermediate Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.
- Intermediate Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardised situations.
- 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.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet
- Driver's License (An added advantage)

Closing date: 16 April 2026

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

Please email your cv at r.ccac@nhc.org.za

The NHC is an equal opportunity employer. As such, it is committed to the employment Equity Act and will through the filling of this vacancy, give preference to candidates from designated groups in terms of the Employment Equity Act. By applying for this position at the NHC, the applicant understands, and agrees that the NHC may solicit a credit and criminal report from registered credit bureau and/or South African Police Services (in relation to positions that requires trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualification and employment history. The NHC reserves the right to remove the advertisement at any time before the stated closing date, and it further reserves the right not to appoint if a suitable candidate is not identified.

People with disabilities are encouraged to apply.

