



www.nhc.org.za
Tel: 012 748 3910
2nd Floor Building 3, Summit Place Business Park
221 Garsfontein Road, Menlyn Pretoria

COUNCIL & COMMITTEE COORDINATOR

Ref no: CCC/05/2026

PRETORIA

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.

Council & Committee Coordinator – Company Secretary


About the job:

The Counsel & Committee Coordinator provides professional support to the Company Secretary & Legal Advisor by coordinating all legal, governance, and committee activities within the National Heritage Council (NHC). The role ensures the efficient functioning of the Council, Audit & Risk Committee, and other governance structures through meticulous scheduling, documentation, and compliance with the PFMA, King V®, and NHC Act (1999). The incumbent also assists in legal drafting, research, and governance reporting, thereby promoting sound corporate governance and statutory compliance.

This is a **Permanent** position, based at **Menlyn, Pretoria**.

• Key responsibilities:

- **Council & Committee Coordination:** Schedule, organise, and support Council and Committee meetings (Audit & Risk, Provincial Representatives, Corporate Services, etc.). Prepare agendas, meeting packs, attendance registers, and logistics.
- **Minute-Taking & Record Management:** Draft accurate and confidential minutes and resolutions. Maintain governance records and ensure traceability of decisions and actions.
- **Legal & Governance Administration:** Assist in the drafting and filing of contracts, MoUs, governance policies, and statutory documents. Maintain registers (resolutions, declarations, policies).

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- **Compliance Monitoring & Reporting:** Track and report on Council and Committee decisions, ensuring adherence to PFMA and internal policies. Update governance dashboards and action logs.
 - **Legal Research & Advisory Support:** Conduct legal research on applicable legislation, regulatory updates, and governance best practices. Provide preliminary input to the Legal Counsel.
 - **Stakeholder Liaison & Communication:** Facilitate communication between Council members, Committees, and Executive Management. Manage correspondence, meeting notices, and follow-ups.
 - **Annual Governance Calendar Management:** Maintain the governance calendar for all statutory meetings, report submissions, and compliance milestones.
 - **Confidentiality & Ethical Conduct:** Uphold confidentiality in handling Council information, ensuring data protection in line with POPIA.
- **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.
 - Efficiently utilise the NHC resources.
 - Adherence to NHC policies and procedures.

- **Qualifications, skills and experience:**

- Bachelor's Degree (NQF Level 7) in Law, Public Administration, Governance, Business Management, or related field of study
- Minimum 3 years' experience in legal administration, board secretariat, or governance support within a public or corporate environment
- Valid Driver's License.
- Paralegal or governance certification advantageous (CGISA, Compliance Institute SA, etc.).
- Minute-Taking & Report Writing Skills
- Planning & Coordination Skills
- Communication & Interpersonal Skills
- Legal Drafting & Research Skills
- MS Office & Document Formatting Skills
- Stakeholder Liaison Skills
- Extended hours may be required before and / or after Council and Committee meetings
- Must maintain neutrality, discretion, and a high level of confidentiality
- Occasional national travel for governance events or meetings.

Closing date: 15 June 2026

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

Applicants are required to clearly indicate the relevant reference number, as stated at the top of this advertisement, on their application. Failure to quote the correct reference number may result in the application not being considered.

Please email your cv at r.counscord@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.

