



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

## HR OFFICER

Ref no: HRO/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.

HR Officer – Corporate Services


### About the job:

The Human Resources Officer provides operational and administrative support across the full HR function to ensure effective implementation of HR policies, processes, and programmes. The role supports the HR Manager in delivering HR services related to recruitment, employee relations, performance management, learning and development, and compliance, while ensuring accurate record-keeping and adherence to labour legislation.

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

### • Key responsibilities:

- **HR Administration & Operations:** Maintain employee records, contracts, and HR documentation; ensure data accuracy and compliance
- **Recruitment & Onboarding:** Coordinate recruitment processes, schedule interviews, prepare offers, and support onboarding of new employees
- **Employee Relations Support:** Provide administrative support in disciplinary processes, grievances, and employee queries
- **Performance Management Support:** Assist in coordination and tracking of performance management processes and documentation
- **Learning & Development:** Coordinate training programmes, maintain training records, and support skills development initiatives

- 
- **Employment Equity & Reporting:** Assist in EE reporting, data collection, and compliance tracking
  - **HR Compliance & Governance:** Ensure adherence to HR policies, procedures, and labour legislation requirements
  - **HR Reporting & Data Management:** Compile HR reports, maintain HR metrics, and support audits
- **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:**
    - National Diploma or bachelor's degree (NQF Level 6/7) in Human Resource Management, Industrial Psychology, Labour Relations, or related field of study
    - Registration as HR professional with an accredited authority
    - 2 years' experience in an HR generalist and / or HR administration role
    - Valid Driver's License
    - HR Systems (SAGE, VIP, etc.) skills
    - Administrative and organisational skills
    - Communication (written and verbal) skills
    - Attention to detail
    - Data capturing and reporting skills
    - Interpersonal skills
    - Planning and organising skills
    - Conflict Resolution skills
    - Report Writing & Documentation skills
    - Time Management skills

**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.hrofficer@nhc.org.za](mailto:r.hrofficer@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.