



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

IKS (INDIGENOUS KNOWLEDGE SYSTEMS) COORDINATOR

Ref no: IKSC/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.

IKS COORDINATOR – Heritage Management

About the job:


To coordinate, safeguard, and promote Indigenous Knowledge Systems (IKS) through ethical documentation, community engagement, capacity support, and programme implementation, ensuring recognition, protection, and responsible use of IKS in alignment with national legislation, community protocols, and international heritage frameworks.

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

• Key responsibilities:

- **IKS Programme Coordination:** Coordinate the implementation of IKS programmes aligned to Living Heritage priorities and national policy
- **Community Engagement and Ethics:** Facilitate ethical engagement with communities, custodians, and practitioners, ensuring consent and cultural sensitivity
- **Knowledge Documentation and Safeguarding:** Support documentation, preservation, and safeguarding of IKS in line with approved protocols
- **Policy and Legislative Alignment:** Ensure IKS initiatives comply with legislation, policy, and governance requirements
- **Capacity Building and Awareness:** Support training, awareness, and advocacy initiatives on IKS

- **Stakeholder Collaboration:** Coordinate partnerships with government, research institutions, and heritage bodies
- **Monitoring, Reporting, and Compliance:** Track programme outputs and outcomes; compile reports for management and statutory purposes
- **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 IKS/ICH, Heritage Studies, Cultural Management, Public Relations, or Social Sciences
 - Working knowledge of:
 - ✓ National Heritage Resources Act (NHRA)
 - ✓ National Heritage Council Act
 - ✓ UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage (2003)
 - ✓ Protection of Personal Information Act (POPIA)
 - ✓ Promotion of the Access to Information Act (PAIA)
 - At least 3 years of relevant experience in Indigenous Knowledge Systems, cultural heritage management, community engagement, or related fields.
 - Demonstrated experience in ethical documentation, programme implementation, or capacity-building initiatives with Indigenous communities.
 - Experience in policy development, compliance with national legislation, or working within international heritage frameworks is an advantage.
 - Valid Driver's License
 - Willingness to travel nationally to engage with communities and custodians
 - Ability to work in culturally sensitive and complex environments

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- High levels of discretion, ethics, and professionalism
 - Flexibility to work outside normal office hours when required
 - Community facilitation and engagement skills
 - Programme coordination skills
 - Stakeholder relationship management skills
 - Reporting and documentation skills
 - Training and awareness delivery
 - Conflict resolution 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.ikscoordinator@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.