



KNOWLEDGE MANAGEMENT (ARCHIVIST)

Ref no: **KM/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.

Knowledge Management (Archivist) – Heritage Management

About the job:

To establish, manage, preserve, and provide access to the National Heritage Council's knowledge assets and archival records by implementing professional archival, records, and knowledge management practices that ensure long-term preservation, legal compliance, institutional memory, and public access to heritage knowledge.

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

• Key responsibilities:

- **Archival and Records Management:** Establish, maintain, and oversee archival systems ensuring proper classification, retention, and disposal of Heritage Management products/literature.
- **Knowledge Management Systems:** Develop and manage systems for capturing, storing, and sharing organisational and heritage knowledge
- **Digital Preservation:** Coordinate digitisation and digital preservation of archival and heritage records
- **Compliance and Governance:** Ensure records and archives comply with legislative, policy, and audit requirements
- **Access and Information Services:** Facilitate controlled access to archival and knowledge resources for internal and external users

- **Metadata and Standards:** Apply metadata, cataloguing, and description standards to ensure discoverability and integrity
- **Reporting and Advisory Support:** Prepare reports and provide expert advice on records, archives, and knowledge governance
- **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 Archival Studies, Records Management, Information Science, Library and Information Studies, Knowledge Management, or a related field
 - An Honours Degree in Archival Studies, Records Management, Information Science, Library and Information Studies, Knowledge Management, or a related field of study will be an added advantage
 - At least 5 years' experience in: Archival management, records management, or knowledge management within the public sector, heritage, library, or archival institution environments
 - Valid Driver's License
 - Archival processing and cataloguing skills
 - Knowledge system design skills
 - Digitisation coordination skills
 - Documentation and reporting skills
 - Information analysis skills
 - Stakeholder support skills
 - Attention to detail

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.kmarchivist@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.

