



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

## MANAGER: RESEARCH & KNOWLEDGE PRODUCTION (KP)

Ref no: **MRKP/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.

### **Manager: Research & Knowledge Production – Heritage Management**


#### **About the job:**

The Manager: Research and Knowledge Production provide strategic leadership and oversight of the National Heritage Council's research, knowledge production, and knowledge management functions. The role ensures the development of high-quality, policy-relevant, and ethically sound research outputs, while strengthening institutional memory, evidence-based decision-making, and the accessibility of heritage knowledge in alignment with national priorities and international frameworks.

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

#### **• Key responsibilities:**

- **Research Strategy and Planning:** Develop and implement a national heritage research agenda aligned to NHC strategy, government priorities, and international conventions
- **Knowledge Production and Publications:** Oversee production of research reports, policy briefs, books, journals, documentaries, and digital knowledge products

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- **Research Governance and Ethics:** Ensure compliance with ethical standards, research approvals, intellectual property, and data protection requirements
  - **Knowledge Management and Archiving:** Guide institutional knowledge management, archiving practices, and preservation of research outputs
  - **Stakeholder and Academic Collaboration:** Build partnerships with universities, research institutions, heritage bodies, and international organisations
  - **Programme Management and Supervision:** Manage researchers, archivists, programme support staff, and outsourced research services
  - **Quality Assurance:** Ensure methodological rigor, peer review, editorial quality, and credibility of all research outputs
  - **Reporting and Accountability:** Provide performance, financial, and impact reports to the Executive and Council
- **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:**

- Master's Degree in Heritage Management, History, Anthropology, Cultural Studies, or Social Sciences.
- Possessing a PhD in Heritage Management, History, Anthropology, Cultural Studies, or Social Sciences or working towards it will be an added advantage.
- Minimum 5 years' experience in research management, heritage research, or knowledge production.
- Experience managing research projects or programmes.
- At least 3 years' experience at a supervisory or managerial level
- Valid Driver's License
- Research design and supervision skills
- Analytical and critical thinking skills
- Academic writing and editing skills
- Stakeholder and partnership management skills
- Project and programme management skills
- Data interpretation and synthesis 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.managerkp@nhc.org.za](mailto:r.managerkp@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.

