



PMO (PROGRAMME MANAGEMENT OFFICE) & IGR (INTERGOVERNMENTAL RELATIONS) PROJECT COORDINATOR

Ref no: **PMOIGR/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.

PMO & IGR Project Coordinator – Heritage Management

About the job:

The PMO & IGR Project Coordinator provides integrated project management, technical coordination, and intergovernmental relations support to the Resistance & Liberation Heritage Route (RLHR) programme, leading the operationalisation of a Programme Management Office (PMO) to ensure effective planning, coordination, tracking, and reporting of projects across provinces and thematic workstreams. The incumbent supervises a team of Heritage Technical Officers, ensuring that technical inputs related to liberation, resistance, and curatorial work are effectively integrated into project delivery, while also strengthening intergovernmental coordination across national, provincial, and local spheres to ensure alignment, compliance, and the efficient execution of heritage initiatives.

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

• Key responsibilities:

- **PMO Leadership & Coordination:** support the establishment and management of the RLHR Programme Management Office. Oversee project planning tools, schedules, and reporting systems. Ensure integration of technical workstreams into programme delivery.
- **Project Planning & Execution:** lead the development and consolidation of project plans, timelines, and deliverables across workstreams. Monitor implementation progress and ensure alignment with strategic objectives.

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- **Technical Oversight & Integration:** supervise Heritage Technical Officers (Liberation, Resistance, Curatorial). Ensure quality, consistency, and integration of technical inputs into projects, memorialisation initiatives, and heritage outputs.
 - **Intergovernmental Relations (IGR) Coordination:** facilitate coordination across national, provincial, and local government stakeholders. Ensure alignment of RLHR initiatives across departments and spheres of government. Support structured IGR engagements and reporting.
 - **Stakeholder Engagement & Communication:** coordinate stakeholder engagements, including meetings, workshops, and consultations. Ensure effective communication, follow-ups, and alignment across stakeholders and partners.
 - **Monitoring, Evaluation & Reporting:** consolidate inputs from technical officers and provinces into programme reports. Develop dashboards and performance tracking tools. Ensure accurate and timely reporting to management and stakeholders.
 - **Governance & Compliance Management:** ensure compliance with governance frameworks (PFMA, SCM, and internal policies). Maintain proper documentation, audit trails, and adherence to project governance standards.
 - **Risk & Issue Management:** identify, assess, and manage project risks and issues across workstreams. Develop mitigation strategies and escalate critical risks where necessary.
 - **Team Leadership & Capacity Development:** provide supervision, mentorship, and performance management for Heritage Technical Officers. Build team capacity and ensure alignment with programme objectives and standards.
 - **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 Project Management, Public Administration, Business Administration, Heritage Studies, or related field
 - 5+ years' experience in project coordination, PMO support, or public sector programme implementation
 - Social media alertness
 - Public Service Induction
 - Valid Driver's License
 - Project Planning and Coordination skills
 - Stakeholder Engagement & Facilitation skills
 - Reporting and Data Analysis skills
 - Team Supervision & Performance Management skills
 - Risk and Issue Management skills
 - Communication and Presentation skills
 - Problem-Solving and Decision-Making skills
 - Computer Literacy 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.pmoigrprojcordinator@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.