



## PLANNING, MONITORING & EVALUATION SUPPORT OFFICER

Ref no: PMESO/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.

### Planning, Monitoring & Evaluation Support Officer – Office of the CEO


#### About the job:


To provide administrative and technical support to planning, monitoring, evaluation, and reporting processes by assisting with data collection, record keeping, report preparation, and coordination of performance information in line with organisational and regulatory requirements.

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

#### • Key responsibilities:

- **Planning Support:** Assist in the preparation and formatting of strategic and operational planning documents.
- **Performance Monitoring Support:** Capture and update performance indicators, targets, and milestones.
- **Data Collection & Capturing:** Collect, capture, and maintain performance data from business units.
- **Data Verification Support:** Perform basic checks to ensure completeness and accuracy of submitted data.
- **Reporting Support:** Assist in compiling quarterly and annual performance reports.

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- **Administrative Coordination:** Schedule meetings, follow up on submissions, and maintain records.
  - **Compliance Support:** Support documentation and filing for audit and compliance purposes.
  - **Information Management:** Maintain databases, spreadsheets, and document repositories.
  - **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 at NQF Level 6 in: Public Administration, Development Studies, Economics, Statistics, Management Sciences, or a related field
    - Minimum of 1 year experience in:
      - ✓ Monitoring and evaluation support
      - ✓ Data capturing, reporting, or administration
      - ✓ Public sector or similar environment Advanced Excel skills
    - Working knowledge and compliance with:

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- ✓ National Heritage Council Act
  - ✓ Public Finance Management Act (PFMA)
  - ✓ National Treasury Planning and Reporting Frameworks (Strategic Plans, APPs, Annual Reports)
  - ✓ Department of Planning, Monitoring and Evaluation (DPME) Guidelines
  - ✓ Protection of Personal Information Act (POPIA)
- Data capturing and basic analysis skills
  - Report formatting and documentation skills
  - MS Excel and reporting skills
  - Administrative coordinating 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.planmonevasupoff@nhc.org.za](mailto:r.planmonevasupoff@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.