



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

## PRESERVATION & PROMOTION SUPPORT OFFICER

Ref no: PPSO/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.

### Preservation & Promotion Support Officer – Heritage Management


#### About the job:

The Preservation & Promotion Support Officer's responsibility is to provide comprehensive administrative, records management, and programme support services to the Living Heritage Unit to ensure efficient operations, effective coordination of heritage and tourism programmes, and continuous improvement of administrative systems.

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

#### • Key responsibilities:

- **Programme Administrative Support:** provide day-to-day administrative support for preservation and promotion initiatives, including correspondence, scheduling, and documentation
- **Logistics and Coordination:** coordinate logistics for meetings, workshops, fieldwork, and promotional events
- **Record-Keeping and Documentation:** maintain accurate programme records, files, registers, and supporting documentation
- **Financial and Procurement Support:** assist with procurement requests, invoice tracking, and basic financial administration
- **Reporting Support:** compile routine activity reports and support the monitoring of programme outputs

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- **Stakeholder Liaison Support:** support communication with communities, service providers, and partners
  - **Compliance and Governance Support:** ensure documentation and processes comply with policy and governance requirements
  - **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 (NQF Level 6) in Office Administration, Project Management, Public Administration, or Heritage Management
    - A minimum of 2 years' relevant administrative experience in an office environment.
    - Experience in general office administration, including correspondence management, scheduling, minute-taking, and document preparation.
    - Basic experience in records and document management, including maintaining filing systems (manual and electronic).
    - Exposure to supporting meetings, workshops, or programme activities.
    - Basic understanding of public service administrative procedures and compliance requirements will be an added advantage.
    - Experience in capturing data and working with standard office software (MS Word, Excel, Outlook, PowerPoint).
    - Valid Driver's Licence (Code B)
    - Administrative coordination skills
    - Organisational skills
    - Documentation and filing skills
    - Time management skills

- Communication and follow-up skills
- Reporting support 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.preservationpromsupoff@nhc.org.za](mailto:r.preservationpromsupoff@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.

