



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

## PROGRAMME ADMINISTRATION COORDINATOR

Ref no: PAC/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.

### Programme Administration Coordinator – Heritage Management


#### About the job:

To provide end-to-end administrative, operational, and coordination support for the Resistance and Liberation Heritage Route (RLHR) programme by ensuring effective planning, documentation, reporting, stakeholder coordination, and workflow management, thereby enabling efficient programme delivery, governance compliance, and alignment with national heritage priorities.

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

#### • Key responsibilities:

- **Programme Coordination & Administration:** Coordinate day-to-day administrative operations of the RLHR programme, including scheduling activities, tracking deliverables, maintaining programme calendars, and ensuring alignment of activities across multiple projects and stakeholders
- **Project Support & Supervision:** Supervise and guide Project Support Officers to ensure effective execution of logistical, reporting, and coordination tasks; allocate work and monitor performance to ensure delivery timelines are met
- **Documentation & Records Management:** Maintain accurate programme documentation, including project files, reports, minutes, contracts, and correspondence, ensuring compliance with organisational and legislative requirements (e.g. POPIA, PAIA where applicable)

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- **Reporting & Information Management:** Compile and consolidate programme reports, dashboards, and updates for the RLHR Manager, ensuring accuracy, completeness, and alignment with organisational reporting standards
  - **Stakeholder Coordination:** Facilitate communication and coordination between internal units, government stakeholders (national, provincial, local), communities, and external partners to ensure smooth programme implementation
  - **Meeting & Governance Support:** Coordinate programme meetings, prepare agendas, record minutes, track resolutions, and ensure follow-up actions are implemented in line with governance and accountability requirements
  - **Financial & Procurement Coordination Support:** Support administrative processes related to procurement, budgeting inputs, and expenditure tracking in collaboration with Finance and Supply Chain functions
  - **Compliance & Operational Support:** Ensure adherence to organisational policies, procedures, and governance frameworks, supporting audit readiness and programme accountability
- **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 / bachelor's degree in Public Administration, Project Management, Heritage Studies, Development Studies or Business Administration or related field
- 3–5 years' experience in programme or project administration, preferably within the public sector, heritage, or development environment
- Valid Driver's License
- Strong organisational and coordination skills
- Report writing and documentation skills
- Planning and time management skills
- Stakeholder communication and facilitation skills
- Administrative and project tracking tools (e.g. MS Office, project systems)
- Problem-solving and multitasking skills
- Supervisory and task delegation 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.progadmincoordinator@nhc.org.za](mailto:r.progadmincoordinator@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.