



www.nhc.org.za
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221 Garsfontein Road, Menlyn Pretoria

PROJECT MONITORING & REPORTING OFFICER

Ref no: PMRO/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.

Project Monitoring & Reporting Officer – Heritage Management


About the job:

The Project Monitoring & Reporting Officer is responsible for developing and implementing frameworks, tools, and systems to monitor, evaluate, and report on the performance and impact of NHC-funded projects. The role ensures evidence-based decision-making by collecting, analysing, and reporting project data in alignment with PFMA (1999), Treasury Regulations, and the NHC's strategic plan. It supports accountability, transparency, and continuous improvement within the funding function.

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

• Key responsibilities:

- **M&E Framework Implementation:** develop and implement an M&E Framework for NHC-funded projects, ensuring alignment with FMPPPI, PFMA, and organisational strategic outcomes
- **Data Collection & Validation:** establish reliable data collection mechanisms and coordinate periodic project site visits for verification and validation of reported results
- **Performance Monitoring & Tracking:** monitor project implementation, funding utilisation, and deliverables against approved project plans and funding agreements
- **Evaluation & Impact Assessment:** conduct mid-term and post-project evaluations to measure results, sustainability, and impact of funded heritage projects

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- **Capacity Building & Technical Support:** provide guidance and training to project beneficiaries and internal teams on M&E tools, indicators, and reporting processes
 - **Data Analysis & Performance Reporting:** analyse quantitative and qualitative data to generate insights for quarterly and annual reports to management, Council, and DSAC
 - **Risk Identification & Compliance Monitoring:** identify programme risks and compliance gaps; recommend corrective actions for effective governance and accountability
 - **Knowledge Management & Learning:** document best practices, lessons learned, and case studies to inform continuous improvement and strategic planning
 - **Audit & Quality Assurance Support:** ensure all performance data, evidence, and M&E reports meet internal audit and AGSA 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:**
 - Bachelor's Degree (NQF Level 7) in Monitoring & Evaluation, Development Studies, Business or Public Administration, Social Sciences, or Statistics.
 - 5 years' experience in M&E, performance reporting, or project management within a public or development sector environment.
 - Valid Driver's License
 - Data Analysis (Excel, SPSS, Power BI) skills
 - Report Writing & Presentation skills

- Research & Evaluation skills
- Facilitation & Training skills
- Stakeholder Coordination skills
- Communication & Visualization skills
- M&E Systems (MIS, dashboards) 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.projmrofficer@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.