



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

RECORDS MANAGEMENT OFFICER

Ref no: RMO/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.

Records Management Officer – Company Secretary

About the job:

The Records Management Officer is responsible for establishing, maintaining, and safeguarding the National Heritage Council's (NHC) document and records management system in compliance with the National Archives and Records Service of South Africa Act (No. 43 of 1996), POPIA (2013), and PAIA (2000). The role ensures that all records, whether physical or electronic, are properly classified, secured, retrievable, and disposed of in accordance with approved retention schedules.

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

• Key responsibilities:

- **Records Management System Development:** Establish and maintain a comprehensive records management system covering all NHC departments in compliance with legislative and archival requirements.
- **Classification & Filing:** Classify, file, index, and archive records according to approved file plans. Ensure accurate referencing and retrieval of information.
- **Records Retention & Disposal:** Implement approved retention and disposal schedules in consultation with the National Archives and Legal Counsel. Maintain disposal registers.



- **Electronic Records & EDRMS Implementation:** Support digitisation of physical records and ensure proper management of electronic records, including backups and version control.
 - **Compliance & Audits:** Ensure compliance with POPIA, PAIA, and audit requirements related to document security, access, and confidentiality. Assist during internal and external audits.
 - **Access & Confidentiality Control:** Manage authorised access to sensitive or classified records. Maintain logs of access requests in compliance with the PAIA framework.
 - **Training & Awareness:** Conduct training and awareness programmes on records management practices for NHC staff. Promote an information governance culture.
 - **Collaboration & Support:** Work with ICT (CDIO) to integrate records management with digital systems. Support departments with document tracking and retrieval.
- **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 Records Management, Information Management, Library & Information Science, or Public Administration.
- Minimum 3 years' experience in records management, archives administration, or information management within a public or corporate entity.
- File Plan & Archival Classification skills
- Data Management & EDRMS skills
- MS Office & Digital Systems skills
- Organisation & Filing Accuracy skills
- Communication & Training skills
- Planning & Problem-Solving skills
- Valid Driver's License.
- Extended hours may be required during audits or record digitisation projects.
- Occasional travel to off-site archives or records storage facilities.
- Strict confidentiality and compliance discipline required.

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.recordsmanofficer@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.

