



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

SENIOR MANAGER: STRATEGY, PLANNING, MONITORING & EVALUATION

Ref no: **SMSPME/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.

Senior Manager: Strategy, Planning, Monitoring & Evaluation – Office of the CEO


About the job:


To lead and institutionalise strategic planning, performance management, monitoring and evaluation, and strategic reporting across the National Heritage Council by translating strategy into implementable plans, measurable outcomes, and evidence-based decision-making, while ensuring alignment with governance frameworks, statutory obligations, and digital strategy requirements.

This is a **5-Year Fixed Term Contract** position, based at **Menlyn, Pretoria**.

• Key responsibilities:

- **Strategic Planning:** Lead development, review, and alignment of Strategic Plans, APPs, and operational plans.
- **Institutional Performance:** Design and manage institutional performance frameworks, indicators, and targets.
- **Monitoring & Evaluation:** Implement M&E systems to track programme performance, outcomes, and impact.
- **Strategic Reporting:** Coordinate quarterly, mid-year, and annual performance reporting.

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- **Strategy-to-Execution Alignment:** Ensure alignment between strategy, budgets, programmes, and organisational structure.
 - **Governance and Compliance:** Ensure planning and reporting comply with PFMA, Treasury, and DPME requirements.
 - **Data, Insights and Decision Support:** Provide analytical insights and evidence to support executive and Council decision-making.
 - **Digital Strategy Enablement:** Support integration of digital tools and data systems into planning and performance processes.
- **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 at NQF Level 7 in: Strategic Management, Public Administration, Monitoring & Evaluation, Development Studies, Economics, Management Sciences or a related field
 - At least 8 years' experience in:
 - ✓ Strategy development, planning, or monitoring and evaluation
 - ✓ Public sector or statutory body environments
 - ✓ At least 3 years' experience at a management or senior specialist level
 - Working knowledge and compliance with:
 - ✓ National Heritage Council Act
 - ✓ Public Finance Management Act (PFMA)
 - ✓ National Treasury Frameworks (APP, Strategic Plans, Annual Reports)

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- ✓ Department of Planning, Monitoring and Evaluation (DPME) Frameworks
 - ✓ Protection of Personal Information Act (POPIA)
 - Strategic analysis skills
 - Performance measurement skills
 - Data interpretation skills
 - Report writing skills
 - Stakeholder facilitation skills
 - Problem-solving 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.seniormanagerspme@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.