



nhc

National Heritage Council
SOUTH AFRICA

an agency of the
Department of Sport, Arts and Culture

353 Festival Street | Hatfield | Pretoria, 0028 |
P.O. Box 74097, Lynnwood Ridge | South
Africa, 0040
Tel: 012 748 3949
www.nhc.org.za



INTERNSHIP PROGRAMME

Pretoria - Hatfield

The National Heritage Council (NHC) based in Hatfield Pretoria is implementing a Graduate Internship Development programme as part of its contribution to skills development initiative.

Internships Duration: 18 months

Requirements for Application: CV, certified copies of qualifications/certificates and a certified copy of a bar-coded South African identity document.

Attributes for all Internship positions include most of the following:

- Excellent Communication skills (verbal & written)
- Organising Skills
- Time management
- Financial Reporting
- Able to work under pressure

- Attention to detail
- Coordinating Skills
- Self-motivated with the ability to work with minimal supervision
- Willingness to learn and take on additional responsibilities of and when required

GRADUATE INTERNSHIP DEVELOPMENT PROGRAMM

#	JOB TITLE	JOB ACTIVITIES	KEY PERFORMANCE INDICATORS	REQUIREMENTS
1	Finance Administrator x 1 Ref no: FM/intern/08/2022	<ul style="list-style-type: none"> • Assist the Finance Manager with the preparation and consolidating of the budget • Handle accounting requirements in line with agreed finances to the units for PESP3; • Prepare and direct the preparation of audits, financial statement and varied financial reports in line with financial policies and procedures • Management of debtors • Execute payments to suppliers • Compile quarterly reports • Comply with designed reporting frameworks and templates • Perform review before internal audits of account payable, payroll distribution, cash and post correcting journal entries • Maintain the various ledger accounts including monthly reconciliations • Prepare payroll inputs and monitor payroll costs while posting to the relevant ledger accounts 	<ul style="list-style-type: none"> • Financial Management in line with mandate and operational needs of the NHC • Review Reconciliation reports • Review Quarterly reports • Review Asset Reconciliation report • Up to date asset register 	Unemployed graduates who have successfully completed a three (3)-year Degree in the Accounting/ Financial Management/Financial Accounting field and who are between the ages of 18 and 35 years may apply. South African citizen by birth may apply. Students that still need to finish or qualify for a Degree or National Diploma should not apply. Applicants with 0 to 1 or more years work experience are encouraged to apply.

GRADUATE INTERNSHIP DEVELOPMENT PROGRAMM

#	JOB TITLE	JOB ACTIVITIES	KEY PERFORMANCE INDICATORS	REQUIREMENTS
		<ul style="list-style-type: none"> • Prepare reimbursement for PESP3 contracted Employees • Monitor financial activities of projects and provide expenditure reports • Review accounting documents to ensure accuracy of information and financial accuracies • Post financial data to various ledgers, registers, journals following established accounting techniques and procedures • Close the books, prepare and provide the required financial records and statement for and during the audit cycles of the NHC • Provide financial inputs towards the preparation of the Annual Report • Analyse records of present and past operations, trends • Document expected revenues and expenditures and submit to the Finance Manager • Determine if allocated funds have been spent procedurally and when variations occur, report or recommend alternative procedures • In instances where deficits occur, recommend program cuts and reallocation of excess funds 		

<p>2 LEGAL OFFICER INTERNSHIP x 1</p> <p>Ref no: legal intern/08/2022</p>	<ul style="list-style-type: none"> • Adherence to NHC legal standards; • Keep record of all contracts; • Monitor Compliance to NHC legal documents; • Adherence to regulatory procedures; • Ensure contracts are signed by all parties before services begin; • Timeous and accurate maintenance of contracts and agreements; • Timeous and accurate production of communication requirement. 	<ul style="list-style-type: none"> • Define and guide the legal management requirements, standards for the NHC • Assist in ensuring the application of standards in the NHC units • Through integration of work across the NHC units, provide insight and direction on the impact and protection of the operation licenses • Direct and facilitate the interpretation of all new regulations and legislation, providing NHC interpretation and workshopping with the business unit teams • Assist in reviewing all the legal documents (e.g. agreements and employment contracts) • Upskill and where applicable, provide 	<ul style="list-style-type: none"> • Legal degree, Para-Legal certificate/diploma; • NQF Level 7 equivalent or relevant;
--	--	---	--

			<p>training to business units in practical application of existing legislation</p> <ul style="list-style-type: none">• Manage all outsourced service provider agreements• Manage all appointments and termination agreements• Manage and report on all changes to outsourced relationships with the company• Deliver a contracts administration and management function• Implementing governance structures and communicating these to stakeholders• Provides input into changes to policies and conditions of employment	
--	--	--	--	--

			<ul style="list-style-type: none">• Contribute and assist in managing related NHC compliance responsibilities• Assist NHC to prepare for scheduled CAP Compliance Audits	
--	--	--	---	--

GRADUATE INTERNSHIP DEVELOPMENT PROGRAMM

#	JOB TITLE	JOB ACTIVITIES	KEY PERFORMANCE INDICATORS	REQUIREMENTS
3	HERITAGE PROJECTS ESSESSORS/ EVALUATORS X 7 Ref no: ProjA/intern/08/2022	Provide project services to the PESP3 within the Funding Unit; Provide administrative support pre- and post-selection of PESP3 project applications; Monitoring and Evaluation of all PESP3 Funded Projects.	<ul style="list-style-type: none"> • Selection of projects aligned to PESP3 requirements; • Accurate screening of applications • Checks conducted upfront to prevent delays • Acceptance and regret notification processed timeously • Contacts established with all successful applicants • Documentation filed according to guidelines and procedure • Timeous and accurate maintenance of database • Administration of tranches through the Grant Management System (GMS) 	<ul style="list-style-type: none"> • 3 Year Project Management Diploma or relevant equivalent qualification; • NQF Level 6 • Computer literacy: MS Office; • Knowledge of a Grant management System (GMS) an advantage; • Knowledge of national legislation affecting disciplines or industries that fall under the National Heritage Council mandate • Knowledge of grant making processes (Desirable); • Monitoring and evaluation; • Teamwork; • Results orientation; • Flexibility; • Innovative; • Planning and organising; • Information management • Interpersonal communication effectiveness

GRADUATE INTERNSHIP DEVELOPMENT PROGRAMM

#	JOB TITLE	JOB ACTIVITIES	KEY PERFORMANCE INDICATORS	REQUIREMENTS
			<ul style="list-style-type: none"> Scheduled follow ups on reporting by beneficiaries aligned to approved activities; 	<ul style="list-style-type: none"> Project management; Stakeholder relationship & maintenance; Report writing

The NHC is an equal opportunity employer and encourages applications from women and people with disabilities.

Forward all required documentation to r.pespintern@nhc.org.za

Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months after the closing date, please consider your application as unsuccessful.

Closing date: 09 September 2022

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.