

## **PROGRAMMES MANAGER LIVING & CULTURAL HERITAGE**

**Ref no: PRO/LCH/13/06/2022**

The NHC has a vacancy for a **Programmes Manager: Cultural & Living Heritage** position responsible for coordinating the development of, promotion, preservation and integration of South Africa's heritage and by giving credence to all the Living and Cultural heritage disciplines in line with National Heritage Council legislation.

The position is based at **Hatfield, Pretoria**.

### **Key responsibilities:**

- Overall management of the Living & Cultural Heritage unit
- Promotion and preservation of heritage information through the use of digital technology
- Effective Management and Monitoring of relevant Cultural and Living Heritage related Programmes and Research
- Ensure a thorough understanding of the NHC's mandate, national imperatives, strategic objectives
- Ensure that monitoring and evaluation systems are developed and in place when programmes are implemented
- Ensure digital systematic creation of information and management of the NHC's knowledge and information assets for the purpose of creating value and meeting strategic goals in terms of policy formulation and advice, contribution to legislative developments; it consists of policy position papers, commissioned research, booklets and books.
- Conduct a needs analysis within the sector and prioritize specific heritage programmes and research areas accordingly
- Identify heritage education needs and policy development gaps

- Integrate heritage programmes into Broad Public and Private sector policy frameworks and programmes
- Design and develop specific protocols and frameworks required for programs and research activities
- Design and develop overall programme management plans for the implementation and management of all living and cultural heritage related programmes
- Identify support structures / resources required within the NHC, and assign duties as appropriate in conjunction with relevant unit managers
- Interpret policies, programmes and education needs for the heritage sector and wider communities
- Integrate heritage programmes into broad public and private sector policy frameworks and programmes
  
- Create public awareness and access to information on living and cultural heritage issues
- Oversee the development and implementation of the living heritage resource center, including storage and management of heritage information
- Ensure the development of policy positioning papers on basis of research findings and present to relevant stakeholders
- Create opportunities for joint ventures, project, studentships and business partnerships with stakeholders within the living and cultural heritage sectors
  
- The effective establishment and management of stakeholder relations
- To collaborate with key stakeholders in promoting nation building and reconciliation in South Africa,
- To contribute to national input in the world heritage agenda by promoting the influence of the South African heritage globally.
- Ability to plan and manage budget accordingly

**Qualifications, skills and experience:**

An Honours Degree in Heritage studies or NQF Level 8 as recognised by South African Qualifications Authority.

A Masters qualification will be an added advantage.

A minimum of five (5) Years at a Senior Management Level.

Relevant work experience of 5 – 8 years in the Heritage sector is essential

Project Management certificate is essential

Valid code 8 driver's licence is a prerequisite

Advanced computer literacy

Willingness to work under pressure and beyond normal hours/weekends.

Selected candidates will be subjected to competency tests.

Must be professional, self-motivated, organised and results - oriented

- **The following skills are essential:**

- Communication and writing skills;
- Conflict handling skills;
- Problem solving skills;
- Self-management skills (positive attitude and behaviour, reliability, accountability and self-sufficiency);
- Good numerical skills and attention to detail;
- Must be a self-starter and be able to work well under pressure.

**Closing date:** 31 August 2022

**PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.**

Please email your cv at [r.cultural@nhc.org.za](mailto:r.cultural@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.