



**POSITION AVAILABLE: EPWP
Heritage Officer**

**EXTENDED PUBLIC WORKS
MUSEUM PROGRAMME**

**ADVERT CLOSING DATE: 07 April
2021**

SA Sendinggestig Museum hereby invites candidates (aged 18-35) with suitable qualifications, to apply for an EPWP work opportunity at Heritage Resource Management Services (HRMS) on a contract basis to be stationed at the Department Cultural Affairs and Sport for the period **12 April 2021 to 31 March 2022**.

Minimum requirements:

- A 3-year degree in architecture, environmental, social sciences, town planning and archaeology.
- Knowledge of heritage resources management policies and guidelines (specifically those of Heritage Western Cape).
- Excellent writing and presentation skills.
- Knowledge of related legislation in the heritage management process (such as NEMA, MPRDA and municipal processes where applicable).
- Skills in office package suite and a working knowledge of database such as SAHRIS.

Candidates who are selected - Must reside in **Cape Town**

Job profile:

- Process and administer the various applications received in terms of sections 27, 29, 30, 31, 34, 35, 36, 37, 37 & 38 (including the Notifications of Intent to Develop and Heritage Impact Assessments) of NHRA.
- Handle public enquiries and appointments with heritage applicants.
- Present applications to the Council's delegated committees of Heritage Western Cape.
- Draft reasons of decisions and permits.
- Handle cases and monitor implementation of the conditions of permits issued.
- Attend site inspections and write feedback reports related to these inspections.

- Assist the unit with technical support in terms of the skills required for the position and provide relevant guidance to the public on applications.
- Attend all staff related meetings and events of Heritage Western Cape, the sub-directorate and other relevant as determined by HWC management.
- Proactive identification of heritage resources and their significance through assisting local authorities and the public in integrating the heritage permitting process with local municipal planning processes.
- Applying scrutiny to the significances of identified heritage resources as well as grading previously unidentified heritage resources in the process of assessing impacts to these heritage resources.
- Monitoring and enforcement of compliance in terms of heritage policies and legislation by conducting site inspections and investigations prior to possible prosecution.
- Provide professional and technical heritage assistance to the public as well as other departments and internal units.
- Promote and increase in public awareness regarding the value of heritage and the role it should play in empowering civil society to nurture and conserve heritage.
- Input into the strategic documentation for the public entity i.e., Annual Performance Plans, Strategic Plan as well as Annual Reports.
- Brief the Chief Executive Officer of HWC on occasional basis.

Application submission:

Candidates must submit a Z83 application form via email below together with a CV and certified copy of ID and qualification to:

Owethu.Mandlendoda@westerncape.gov.za .

The **S.A. Sendinggestig Museum** reserves the right not to make an appointment. Shortlisted candidates will be required to avail themselves at a time and date to be set by the HRMS for interviews. Communication will be limited to shortlisted candidates.

For further enquiries contact: **Ms Waseefa Dhansay**

Email: Waseefa.Dhansay@westerncape.gov.za