



an agency of the  
Department of Sport, Arts and Culture

## JOB PROFILE

<b>Position:</b>	HOD: Heritage and Knowledge
<b>Department:</b>	Heritage and Knowledge
<b>Manager/Supervisor:</b>	CEO
<b>Position Status:</b>	3 Year Fixed Term Contract
<b>Grade</b>	P05
<b>Position Reference Code</b>	HOD001

Freedom Park is a national monument and heritage destination dedicated to honouring all those who gave their lives in the struggles for freedom. It is established as a cultural institution reporting to the Minister of Sport, Arts and Culture and is situated in Salvokop, on the southern tip of Pretoria.

Freedom Park is looking for ethical individuals who have a passion to contribute to national reconciliation and social cohesion. Applications are invited from suitably qualified and experienced persons for the position of Head of Department: Heritage and Knowledge.

### **JOB SUMMARY**

Reporting to the Chief Executive Officer, the incumbent will be responsible for the strategic management of the Heritage and Knowledge department and the provision of advice to the CEO and Council of Freedom Park. The HOD shall perform the following functions, but not limited to:

- Providing strategic management for the Heritage and Knowledge department which include Heritage Management, Heritage Research, and Heritage Education

- Provide strategic advice and support to the CEO and Council of Freedom Park
- Being an active member of the Executive Management of Freedom Park and contribute to the organisation achieving its overall strategic objectives.

### **KEY PERFORMANCE AREAS**

- Identify, develop, and direct the effective implementation of the department's business strategy to promote reconciliation and nation building. These include Heritage Education, Research and Innovation (Knowledge Centre), and Curatorship and Archiving.
- Ensure collated operational plans are in line with the organisation's medium-term strategies.
- Establish and maintain constructive relations with various organisations and institutions in the heritage and related sectors to ensure delivery of effective programs.
- Set up strategies aimed at enhancing the quality of programs.
- Take accountability for the effective implementation of all projects within the department in line with budgetary requirements and stipulated timeframes and quality standards.
- Harness the value of teamwork within the department to ensure the achievement of the organisation objectives.
- Provide supervisory support to personnel for effective performance and delivery.

### **JOB REQUIREMENTS**

#### **Minimum Requirements:**

- Master's degree in museum and heritage studies or equivalent
- At least 12 to 15 years' experience in the heritage sector.
- 10 years of management experience.

**Skills and experience required:**

- Strategic and Operational Management knowledge of heritage resources.
- Preservation and conservation
- Diversity management
- Conflict resolution
- Project Management
- Advanced understanding of governance policies and procedures
- Knowledge of South African history

**Competent in the following:**

- Ability to give strategic direction.
- Building teams and ability to manage activities of various team members from within the organisation and outside.
- Advanced communication skills (verbal and writing) to engage and relate with the Public.
- Leadership and People management skills
- Ability to multitask.
- High professional standards
- Advanced policy development skills
- Problem solving
- Advanced analytical skills Planning and organisational skills
- Decision making, work under pressure and administration.
- Conflict management skills
- Financial management skills

Applications for internal candidates must be on the internal application form

All applications must be emailed to: [hr@freedompark.co.za](mailto:hr@freedompark.co.za)

All applications must contain a curriculum vitae, certified copies of educational qualifications, and identity document.

Successful applicants will be subjected to a verification/security clearance.

Closing date is 12 May 2024

***NB: If you do not receive any response within 14 days of closing days, please assume that your application was not successful. Correspondence will only be with shortlisted candidates.***