



ADVERTISEMENT

Position:	Head of Department: Heritage and Knowledge
Department:	Heritage and Knowledge
Manager/Supervisor:	CEO
Position Status:	5 Year Fixed Term Contract
Grade	P05
Position Reference Code	HOD2025
Centre	Pretoria

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, Pretoria.

The institution is looking for an ethical individual who has 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 overall strategic management for the Heritage and Knowledge department which includes the following divisions: Heritage Resources, Heritage Research, and Heritage Education and Outreach
- Being an active member of the Executive Management of Freedom Park and contributing to the organisation achieving its overall strategic objectives.

RESPONSIBILITIES

Strategic Leadership and Programme Implementation

- Develop and implement the departmental strategic and operational plan.
- Align departmental activities with Freedom Park's strategic goals and Department of Sport, Arts and Culture's priorities.

- Lead interdisciplinary teams to deliver research, heritage, and archival mandates.

Stakeholder Engagement, Partnerships and Knowledge Exchange management of stakeholders

- Establish and maintain relationships with universities, researchers, and heritage institutions.
- Represent Freedom Park in heritage-related forums, dialogues, and academic symposia.
- Coordinate collaborative heritage initiatives, including Resistance and Liberation Heritage Route (RLHR) and repatriation programmes.

Heritage Content Development and Knowledge Curation

- Manage the development of exhibitions, Pan African Archives, and storytelling programmes.
- Promote inclusion of Indigenous Knowledge Systems in knowledge products.
- Ensure the ethical collection and representation of oral histories, artefacts, and archives.

Governance, Reporting and Performance Monitoring

- Ensure adherence to governance frameworks including the Auditor General and Council requirements.
- Manage budgets, procurement, and reporting aligned with Public Finance Management Act (PFMA) and internal controls.
- Lead departmental risk management, Monitoring and Evaluation, and preparation of quarterly and annual reports.

Finance and Budget Management

- Prepare, manage and monitor the departmental budget in alignment with the overall organisational financial framework.
- Ensure sound financial practices, cost control and compliance with PFMA and Treasury regulations.
- Ensure timely submission of financial inputs for strategic and operational planning, reporting and audits.
- Monitor and review expenditure reports to ensure alignment with programme priorities.

JOB REQUIREMENTS

Minimum Requirements:

- Master's degree in museum, heritage studies or related
- Minimum 10 years' experience in heritage, museum, education or cultural knowledge institutions.
- 10 years of management experience; at least 5 years must be at a senior management level.

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
- Experience in the sector
- Knowledge of South African history
- Sound knowledge of the heritage sector, including extensive knowledge of relevant legislations and Acts
- Analytical skills
- Leadership skills
- Interpersonal skills
- Management
- Good writing skills

Competent in the following:

- Strategic thinking and planning
- Research and analytical skills
- Stakeholder management and cultural diplomacy
- Oral and written communication
- Project and programme management
- Financial and resource management
- Conflict resolution and team leadership
- Innovation and digital heritage awareness
- Team
- Ethical

Applications for internal candidates must be on the internal application form

All applications must be emailed to: 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 03 November 2025

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.