

AMATHOLE DISTRICT MUNICIPALITY

TO: ALL STAFF

FROM: DIRECTOR: CORPORATE SERVICES

SUBJECT: REFERRAL RECRUITMENT: SPATIAL PLANNING & LOCAL ECONOMIC DEVELOPMENT DEPARTMENT

PERSON DEALING WITH THE MATTER: MS. N. PLAATJIE

REF: 4/3

DATE: 03 JUNE 2026

The Amathole District Municipality is a Category C (Grade 6) Municipality, established in terms of the Municipal Structures Act. It is situated on the central coast of the Eastern Cape with its headquarters based in East London. The Municipality is looking for experienced and suitably qualified individuals to fill the following position:

RE-ADVERTISEMENT

HERITAGE OFFICER

TASK Grade 11

Inclusive salary package: R504 288.00 – R633 840.00 p.a.

[Salary scale: R344 155.41 – R446 711.03 p.a.]

Requirements include Grade 12. National Diploma / Bachelor's degree in Heritage and Museum Studies, Social Sciences or Humanities, History, or Anthropology; 3 years' work experience in heritage sector; computer literacy (MS Office); capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others; a code B driver's license.

Duties includes: Planning and coordinating work activities related to the post; identifying heritage projects that create socio-economic opportunities and facilitating access to funding sources; Staying up to date on developments, trends, legislation, and industry regulations within the area of heritage site preservation; determining resource (software and tools) needs to ensure an effective heritage resource management system, such as internal IT support; giving input into required changes in resources (software and tools) to enable an up to date heritage resource management system;

implementing strategies aimed at developing and promoting heritage conservation; maintaining a database of heritage resources; implementing models and approaches that maximise the effectiveness of heritage resource management; facilitating nomination of heritage sites to be declared; contributing to the development of heritage conservation management plans for declared heritage sites; filling in a statement of significance to allow grading of heritage sites to receive status; promoting and coordinating local/ municipal heritage sites and events; facilitating mentorship in communities; developing and maintaining heritage resource databases through research; communicating with clients, stakeholders, sister departments, business community schools, banks and Traditional Leaders; compiling training plans for the handling of heritage sites; reporting to Council on heritage issues and projects; formulating recommendations on heritage resources management; compiling and submitting reports.



DR B.J MTHEMBU
MUNICIPAL MANAGER
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PO BOX 320 | EAST LONDON | 5200
TEL: 043 701 4000 | FAX: 043 721 2478




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All interested person should fill an **application form** that is available at the ADM entrance point and website www.amathole.gov.za. A detailed CV must be attached to the application form together with certified copies of relevant certificates including ID and delivered to Amathole District Municipality, Corporate Services Department, 15 Rees Street, Quigney, East London or an applicant may hand-in a completed application to ADM Office and place it in the application box that has been provided near the security entrance on the ground floor.

For enquiries, please contact Ms. F. Manyifolo at the following numbers (043) 783 2369/2555

Closing date: 12 June 2026 at 15h30.

NB! Faxed, emailed and incomplete and late applications will not be considered. Canvassing with Councillors and whoever is not permitted, and proof thereof will result in disqualification.

Only short-listed candidates will be contacted and if you are not contacted within 30 days after the closing date, you may regard your application as unsuccessful. It must be noted that ADM reserves the right not to appoint in this position.

Amathole District Municipality is committed to the achievement and maintenance of employment equity and diversity, especially in respect of race, gender and people with disabilities.


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