

**POSITION AVAILABLE- One Year Fixed Term
(Salary package: DPSA level 8)**

COUNCIL AND COMMITTEES COORDINATOR

The National Arts Council of South Africa is looking to attract dynamic, passionate, and innovative self-starters with a solid understanding of the Creative Industries Sector.

REQUIREMENTS (full job specification is available upon request)

The successful incumbent is responsible for providing coordination services to the Council, Committee's office as well as provide support to the Company Secretary and Legal Counsel.

KEY PERFORMANCE AREAS

1. Co-ordinate and provide comprehensive administrative support to the Council and other internal and external committees.
2. Provide support to the Company Secretary & Legal Counsel and as well as the Company Secretary & Legal office.
3. Co-ordinate and provide administrative support to organization wide compliance to corporate governance and legislative framework.

Required experience

- 3 Years' experience in a [Committee Coordinator, Committee Officer or Company Secretariat Administrator role] public services general administration role, committee administration
- Knowledge of Public Finance Management Act
- King V (Desirable)

Minimum education required

- Public Administration Degree, equivalent NQF level 6 qualification or relevant

A market related package will be negotiated with the successful candidate(s). If you have not heard from the NAC by 30 September 2026, please note that your application has been unsuccessful. The NAC applies the Employment Equity Act in its recruitment process and strives for a staff complement that is representative of South Africa. The NAC reserves the right not to appoint.

A covering letter and a detailed CV including two contactable referees and certified copies of qualifications should be addressed to the Human Resources Office at P. O Box 500, Newtown, Johannesburg, 2113 or email: jobs@nac.org.za

Closing date: Monday 14 September 2026 at 23h59

FOR ENQUIRIES

Contact:

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