



national film and video foundation
SOUTH AFRICA
an agency of the Department of Arts and Culture

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VACANCY

Position: Head: Operations
Reporting to: Chief Executive Officer
Job Ref: RECR/HO/001
Salary: (R1 367 121.00 - R1 596 000.00) per annum

Job Purpose:

Head Operations will develop and oversee the implementation of the NFVF's overall operations strategy, with special emphasis on Human Resources, Compliance and Research, IT and Auxiliary Services and Facilities management of the NFVF.

Qualifications:

- Relevant qualification in either Human Resources, Legal, Operations, Business or Project Management;
- 5-8 years of experience at a senior management level in either Human Resources, Legal, Operations, Business Management or Project Monitoring and Evaluation;
- Previous experience as COO advantageous;
- Knowledge of Public Sector governance frameworks.

Key Responsibilities:

- Develop, communicate and implement an appropriate HR, IT, Compliance and Research, Project Monitoring and Evaluation strategy, aligned to the overall mandate and strategy of the NFVF;
- Develop, communicate and implement systems and processes for the NFVF Operations, as indicated above;
- Prepare and implement the Department's input into the NFVF Annual Operational Plan;
- Develop and execute the Department's Operational Plan that's aligned to the Annual Performance Plan;
- Manage the Department's budget in compliance with NFVF policies and relevant legislation;
- Set up quarterly/annual policy workshops;
- Develop, implement and manage all internal stakeholders and the resultant SLA's within the departments,
- Create a conducive working environment to motivate team and foster teamwork and high performance culture within the NFVF.

2nd Floor, 87 Central Street, Houghton, 2198, South Africa
Private Bag X04, Northlands, 2116, South Africa
Tel: +27 11 483 0880 Fax: +27 11 483 0881 Email: info@nfvf.co.za Website: www.nfvf.co.za

Councillors:

Mr. Phillip Molefe (Chairperson); Ms. Zimkhitha Zatu (Deputy Chair); Ms. Zanele Mthembu; Dr. Siphelo Ngcwangu; Advocate. Dimakatso Qocha; Mr. Mfundo Ntsibande; Ms. Fikile Masiko; Mr. Jeremiah Mofokeng; Mr. Kgotso Motsoane; Mr. Shadrack Bokaba; Prof Onkaetse Sheila Mmusi; Mr. Richard Harry Nosworthy
Chief Executive Officer: Ms. Makhosazana Khanyile

Requirements:

- Knowledge and experience in either Human Resources, Compliance and Research, Operations, Business Management or Project Monitoring and Evaluation;
- Strong leadership and organizational skills;
- Strong project management skills;
- Exceptional people management skills;
- Excellent written and verbal communication skills;
- Practical knowledge of the Public Sector;
- Financial Management and Financial Awareness;
- Experience in strategic stakeholder management.

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to vacancies@nfvf.co.za no later than **07 July 2019** quoting a relevant reference number.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Position: Company Secretariat
Reporting to: NFFV Chairperson and Chief Executive Officer
Job Ref: RECR/CS/001
Duration: 3 year contract
Salary: (R300 000.00 – R400 000.00) per annum

Job Purpose:

To provide company secretariat services (independent guidance and support at the highest level of decision-making of the NFFV) to the NFFV.

Qualifications:

- Relevant qualification in Legal/Governance or equivalent
- 5-10 years' experience in a variety of secretarial and/or legal advisory capacities, of which five years in a senior company secretary/legal advisory role, or five years at senior management level;
- The incumbent has a sound knowledge of legal/corporate governance requirements, and applies these at all times in his/her role as Company Secretary.
- CIS Certification or equivalent would be an added advantage.

Key Responsibilities:

NFFV Council and Council Sub-Committees (including Panels):

- Maintain a professional, arms-length relationship with the Council and Council Committees;
- Provide guidance to Council and Council sub-committees (including NFFV Panels) on their duties and good corporate governance;
- Assist with the evaluation process, and evaluation of Council and Council sub-committees;
- Ensure Council, Council sub-committees and Panel members declare interests to guard against potential conflict;
- Ensure that minutes of Council and Council sub-committees (including NFFV Panels) are properly recorded and maintained in terms of legislation.

Initiate Management and Planning

- Prepare and circulate Council and Council sub-committees (including NFVF Panels) meeting packs;
- Elicit responses, input, feedback for Council and Council sub-committees (including NFVF Panels) meetings;
- Arrange and prepare for Council and Council sub-committees (including NFVF Panels) meetings;
- Ensure timeous preparation and circulation of minutes of Council and Council sub-committees (including NFVF Panels) meetings.

Suitably qualified and experienced candidates ***in providing company secretariat services*** are invited to submit their abridged curriculum vitae via email to vacancies@nfvf.co.za no later than **07 July 2019** quoting a relevant reference number.

Please note: We do not require the position of an administrative department secretary but strictly an experienced company secretariat.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).