



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

## **VACANCY**

**Position:** Temp - Compliance and Research Manager

**Reporting to:** Head of Operations

**Job Reference:** RECR/TCRM/002

**Duration:** Twelve (12) months

### **Job Purpose:**

To manage research, policy development and implementation, as well as legal compliance for the NFVF.

### **Qualification & Experience:**

- Verifiable Degree / Post Graduate Degree in Law;
- 5 – 8 years relevant experience in the legal environment;
- 2 – 5 years relevant experience at a managerial level;
- Experience in project management an added advantage;
- Admission as an Attorney or Advocate;
- Experience in creative/cultural industries advantageous;
- Knowledge of Government Regulatory Framework essential e.g. PFMA, BBBEE, Preferential Procurement, POPI, PAIA.

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](mailto:info@nfvf.co.za) Website: [www.nfvf.co.za](http://www.nfvf.co.za)

#### Councillors:

Ms. Tholoana Rose Ncheke-Mahlaela (Chairperson); Dr. Jerry Mofokeng wa Makhetha (Deputy Chairperson); Ms. Julie Hall;  
Ms. Nomfundo Matlala; Mr. Sibongiseni Mkhungo; Mr. Majang Mpherwane; Adv. Senzo Ncube; Mr. Louis Seeco; Ms. Lala Tuku;  
Ms. Chuma Fani; Ms. Melany Asanda Fuma; Mr. Unathi Mkiva;  
Acting Chief Executive Officer: Ms Thobela Mayinje

## Key Responsibilities:

- Drafting legal contracts and opinions;
- Management of regulatory and policy compliance and associated risks;
- Development and management of desktop and commissioned Research;
- Manage stakeholder relations;
- Management of NFVF legal affairs;
- Manage and coach staff;
- Manage departmental budget;

## Attributes:

- Compliance management;
- People management skills;
- Strong leadership ability;
- Decision making skills;
- Problem solving skills.
- Stakeholder Management.
- Communication.
- Controlling and Monitoring.
- Financial Awareness.

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to [vacancies@nfvf.co.za](mailto:vacancies@nfvf.co.za) with the reference **RECR/TCRM/002** or fax on 0865197585 by no later than **21 July 2024**.

**Note:** Correspondence will be made only to the shortlisted candidates and no late applications will be considered.

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

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