



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

VACANCY

Position: Temp: Divisional Admin Assistant

Reporting to: Head of Operations

Job Ref: RECR/TDAA/001

Duration: 05 Months

Job Purpose:

To provide administrative, secretarial, office management and administrative support to the Operations department. The Divisional Admin Assistant facilitates the efficient and smooth running of the department by following established policies and standard operating procedures (SOPs).

Qualification & Experience:

- Diploma or Certificate qualification in Office Administration/Management, Secretarial, Personal Assistance or any related field.
- 5 - 8 years in a secretarial, office management, personal assistant or executive personal assistant role.

Key Responsibilities:

Communication and Stakeholder Liaison:

- Manage all administrative communication within the department
- Ensure workflow management by championing the updating of departmental reports amongst the managers
- Act as the point of contact between the Operations department and other interdepartmental stakeholders for all administrative requirements
- Arrange communication to and follow-up on all the divisional and departmental meetings with the relevant stakeholders
- Distribute all the departmental correspondences/information to the relevant Operations internal and external stakeholders

- Provide updates on relevant matters during the Ops weekly meetings
- Distribute meeting minutes to the relevant stakeholders
- Follow-up on action points discussed in meetings

Departmental Administration:

- Provide administration support for the department (Events, Marketing & Communications, Compliance & Research, Partnerships & Distributions and Special Projects – PESp)
- Compile and requisition all the departmental financial requirements to Finance for processing
- Follow-up on the approval and payment of departmental petty cash requisitions
- Support departmental stakeholders in drafting and vetting documents
- Record minutes at the departmental meetings and share the action points with the relevant stakeholders
- Requisition and facilitate for all the departmental stationery supplies
- Facilitate all the departmental travelling arrangements
- Provide ad-hoc administrative support to the Operations department
- Manage the hybrid working calendar for the department
- Manage travel arrangements for the department

Facilities Support:

- Manage the replenishment of office supplies in the pause area
- Manage the replenishment of stationery for staff
- Act as liaison between NFVF and the landlord for building related concerns

Head of Department (HOD) Administrative Support:

- Act as the Personal Assistant to the Head of Operations
- Manage the HOD's diary
- Manage document control (sign-off) of all documents requiring the HOD's sign off
- Ensure the submission of weekly reports from the Managers to the HODs
- Act as key liaison between the HOD and Managers
- Touch base with HOD on matters requiring her attention that are yet to be actioned
- Manage travel arrangements for HOD

Records Management:

- Store all the internal and external correspondence in a shared drive
- Record and update incoming and outgoing correspondence with the department's stakeholders
- Store all meeting minutes in a shared drive
- Ensure fully signed documents initiated by Operations return to the department (Project Plans, Memorandum of Understandings, Contracts) and are shared with relevant managers

Audit Responsibility:

- Administration management of the department's audit information as per the APP deliverables for the benefit of internal and external audit assessments.

Skills & Behavioural Attributes:

- Excellent organisational skills
- Attention To Detail
- Multi-tasking
- Team-player
- Planning and Organisational Skills
- Communication
- Decisive
- Negotiation
- Microsoft Office Suite
- Problem Solving
- Financial Awareness
- Film and Video Industry Savvy
- Project Management
- Practical knowledge of the Public Sector

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to vacancies@nfvf.co.za by no later than **01 April 2025**.

Note: Correspondence will be made only with 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).