



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

## **VACANCY**

**Position:** **Head: Industry Development**  
**Reporting to:** **Chief Executive Officer**  
**Job Ref:** **RECR/HID/001**

### **Job Purpose:**

To facilitate the funding of production and development of content within the film and video industry. To develop frameworks that will facilitate education and training initiatives to the audio-visual industry. To develop mechanisms to monitor all NFVF funded projects through effective monitoring and evaluation tools and processes.

### **Qualifications and Experience:**

- Bachelor's degree in the Creative Media Industry (inclusive of Television and Film) or Business Management/Strategy Management or relevant qualification required.
- Appropriate post-graduate qualification an added advantage.
- 5-8 years of relevant industry experience, 5 of which must have been spent at a Senior management level.
- Experience in leading management and diverse teams
- Experience in managing various projects at a managerial level, displaying strong Project Management abilities
- Experience in managing internal, external, and international stakeholders
- Strategic management experience with a proven track record

- Knowledge of public sector governance and service delivery framework preferable.

**Key Responsibilities:**

- Develop and oversee the implementation of the industry development funding strategy.
- Communicate and oversee the implementation of the strategy.
- Determine the requirements for production, development, and training in line with the NFVF's strategy.
- Develop mechanisms to monitor the performance of all funding streams; Production, Development, Training (i.e., programmes and bursary), Distribution and Marketing (i.e., local film festival hosting and festival attendance) funded by the NFVF.
- Prepare and implement the annual operational plan, aligned to the departmental strategy.
- Determine and approach funding partners and sponsors for the funding of production of material, training of industry members and the development of the industry.
- Monitor the return on investment on behalf of the funding partners and sponsors.
- Provide input into the annual report.
- Provide input into budget allocations for the department for submission to Council for approval.
- Compile departmental budget in accordance with budgetary guidelines.
- Allocate budgets to projects and areas of responsibility.
- Develop a strategy for specific stakeholders to engage with for specific programmes.
- Forge and maintain relationships with internal stakeholders and key external stakeholders.
- Build an inclusive and collaborative environment that encourages productivity.
- Conduct performance reviews in accordance with company policies & procedures.

- Identify opportunities for individual development.
- Coach and mentor staff to provide guidance and leadership.

#### Audit Responsibility:

- Effectively manage all audit related information pertaining to the overall industry development strategy by ensuring accurate and timeous submission to auditors.

#### Values:

- Always adhere and model organisational values when dealing with staff, visitors, and stakeholders.

#### **Requirements:**

- Expert Knowledge in content creation and management.
- Knowledge and management of grant funding.
- Management of leading advisory panels.
- Knowledge of skills development and training requirements.
- Ability to fundraise or develop strategic partnerships.
- Knowledge and ability to manage the funding of both developmental and commercially viable projects.
- Financial Management and Financial Awareness.
- Change and people management.
- Problem solving and decision making.
- Planning and Organizing.
- Control and Monitoring.
- Project Management.
- Strategic and Leadership.
- Conflict Management.
- Business acumen.
- Cost Reports.

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) no later than **20 February 2022** quoting a relevant reference number.

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



