



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

## **VACANCY**

**Position:** **Head: Operations**  
**Reporting to:** **Chief Executive Officer**  
**Job Ref:** **RECR/HO/001**

### **Job Purpose:**

To develop, manage and oversee activities across various departments including but not limited to Finance, IT and Regulatory Compliance. To operationalise the NFVF Strategy and monitor and control all workflow processes for its effective implementation. To lead the NFVF teams with strong Leadership and Project Management skills to ensure operational excellence, Quality Assurance and the ability to design workflows to ensure high performance teams. To assist the CEO in the effective utilisation of staff, resources, and technology for the optimal performance of the organisation as a whole.

### **Qualifications and Experience:**

- A Bachelor's Degree in Business Administration or Management.
- Post-graduate qualification in Business Management, or Strategy Management.
- 10 years' experience as in Operations Management, with at least 5 years' experience in a senior managerial position.
- Knowledge and or experience in Research Management, Compliance and Legal.
- Stakeholder/vendor management experience is required.
- Proven track record of leading high-level Projects.
- Knowledge and or experience in the Media Industry.

- Knowledge of public sector governance and service delivery framework preferable.
- Membership with a professional association is an added advantage.

### **Key Responsibilities:**

#### Manage Departmental Operations:

- Develop, implement, and monitor a functional Operations Strategy as it pertains to the NFVF.
- Develop & implement an appropriate Operations Strategy that is aligned to the organizational strategy as it pertains to Legal, Research, Distribution, Communications & Events Management.

#### Operationalise NFVF Goals:

- Collaborate with the CEO in setting, operationalising, and driving the NFVF's overall strategy.

#### Budget Management:

- Manage the departmental budget.
- Forecast requirements; prepare an annual budget; schedule expenditures; analyse variances; initiating corrective actions.
- Provide input into budget allocations for Research & Compliance; Distribution; Promotional and Events activations for submission to Council for approval.

#### Systems & Processes for the NFVF Operations:

- Develop, implement, enforce, and evaluate policies, Standing Operating Procedures, and Service Level Agreements for the different business units.

#### Marketing and Distribution:

- Develop a Marketing and Distribution framework based on best practice.
- Develop a framework for partner with Government Communication and Information System (GCIS) – in the effective promotion of Film content.

#### Stakeholder Engagements:

- Manage relationships with key operations vendors.
- Develop, source, and oversee the sponsorships strategy for NFVF related programs.
- Monitor and oversee contracts with funding partners and sponsors.

Research key Research Projects and Legal trends/developments and legislation:

- Provide technical and strategic leadership for analytical research and set the agenda for this across the organisation.
- Provide guidance on statistical methods and other specialist input across the organisation.
- Anticipate and respond to the organizational and industry's research and data analysis needs.

Compliance:

- Ensure that all NFVF departments adhere to all the necessary National Treasury operational requirements.
- Develop operation systems by determining storage and health and safety requirements in conjunction with HR.
- Maintain safe and healthy work environment by establishing, following, and enforcing standards and procedures, complying with legal responsibilities.
- Establish contracts and pricing and ensuring proper maintenance and serving as primary liaison with utilities and local government agencies, such as fire, police, health, and safety agencies.

Capacity Building/Employee Management & Development:

- 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 operations strategy by ensuring accurate and timeous submission to auditors.

#### Values:

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

#### **Requirements:**

- 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](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).



