



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

## **VACANCY**

**Position:** **Industry Training and Development Manager**  
**Reporting to:** **Head: Industry Development**  
**Job Ref:** **RECR/ITDM/001**

### **Job Purpose:**

To provide education, training, and development to the audio-visual industry. In a fast paced and constantly evolving media landscape, the individual will constantly monitor both local and international trends. A highly qualified and experienced Training and Development individual would be at the helm of guiding the Film Industry, Training and development needs as well as skills gaps assessment to aid industry growth. This role is key in understanding the transformational requirements of the industry as well as its future growth strategies. This role works across departments where grants are administered to determine the training needs and interventions.

### **Qualifications and Experience:**

- Degree in HR/Training and Development.
- Skills Development Facilitator (SDF) certification an added advantage.
- Assessor and Moderator certification an added advantage.
- 5-8 years' relevant experience in a Training and Development role.
- 3-5 years' managerial experience preferred.
- In depth knowledge and understanding of Seta grant regulations.
- Strategic Stakeholder management experience is required.

- Experience in Creating, selecting, teaching, and evaluating course materials for training programs.
- Experience in project management and budgeting.
- Solid knowledge of the Skills Development Act.
- Film industry experience an added advantage.

### **Key Responsibilities:**

- Design, Manage and implement the training and development strategy in line with the fast-paced Film and Television Industry.
- Design, Manage and implement an effective Bursary scheme with solid outcomes.
- Manage, oversee, and evaluate Training Providers and the effective use of grant funds.
- Organise inhouse training programmes for the benefit of the industry according to NFVF's industry training objectives.
- Develop and manage a school's programme framework to promote film related careers.
- Keep abreast of technological advances and key skills requirements for the Film Industry both locally and internationally.
- Forge partnerships in the quest for a consolidated Training Strategy with both Government Departments as well as Key industry Organisations.
- Raising funds for Training Programmes.
- Offsite visits to Training Programmes who are recipients of the NFVF grant.
- Seek opportunities for Mentorship programs.
- Develop, manage, and implement a beneficiary support framework to track and support struggling students.
- Monitor the return on investment on supported beneficiaries to track their progress and contribution in the industry.
- Manage subordinates and conduct performance reviews in accordance with company policies & procedures.
- Identify opportunities for individual development.

- Coach and mentor subordinates to provide guidance and leadership.

#### Audit Responsibility:

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

#### Values:

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

#### **Requirements:**

- In depth Knowledge of skills development and training.
- Knowledge and experience of teaching and the ability to design courses
- Leadership skills
- Business and Management skills
- Excellent verbal and written communication skills
- Ability to use own initiative
- Ability to be agile and innovate
- Experience in strategic stakeholder relations.
- Financial Management
- Change and people management.
- Problem solving and decision making.
- Planning and Organizing.
- Control and Monitoring.
- Project Management.
- Conflict 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).



