



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

## **VACANCY**

**Position: Project Manager**

**Reporting to: Head of Operations**

**Contract: 4 year Fixed Term**

**Job Ref: RECR/TPM/001**

To manage the Presidential Economic Stimulus Programme(PESP)) project and act as a liaison between the NFVF and the appointed project management company.

### **Qualifications & Experience:**

- A Bachelor's Degree in Management; Business or a related field.
- 5-10 years of project management and related experience, with minimum 5 years at Senior Management level.
- Project Management Professional (PMP) certification highly advantageous.
- Proven ability to solve problems creatively.
- Strong familiarity with project management software tools, methodologies, and best practices.
- Experience seeing projects through the full life cycle.
- Excellent analytical skills.
- Strong interpersonal skills and extremely resourceful.
- Proven ability to complete projects according to outlined scope, budget and timeline.

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#### Councillors:

Ms Tholoana Rose Ncheke (Chairperson); Dr Jeremiah Mofokeng (Deputy Chairperson); Ms Julie Hall; Ms Marjorie Letoaba; Ms Nomfundo Matlala; Mr Sibongiseni Mkhungo; Mr Maijang Mpherwane; Adv Senzo Ncube; Mr Louis Seeco; Ms Lala Tuku  
Chief Executive Officer: Ms Makhosazana Khanyile

**Key Responsibilities:**

- Develop, manage and implement a clear and concise project management plan on how the PESP project will be successfully implemented within appropriate timelines.
- Develop, manage and implement a clear and concise risk management plan that will mitigate project risks that may arise due to unforeseen circumstances and the scope of the project.
- Effectively manage the process of appointing Advisory Panel members.
- Effectively manage the PESP application process not limited to compliance; allocation; monitoring of evaluations etc.
- Manage the process of contracting all successful response.
- Design or update current project monitoring tool to adequately track the project status, timelines and jobs created.
- Compile a project monitoring plan with clear objectives and timelines.
- Manage the logistics of all PESP related meetings not limited to steering committee; weekly project meetings; panel meetings and special council PESP related meetings.
- Prepare status reports at each phase of the project.
- Act as the primary PESP liaison to auditors for any PESP related requests.

**Required Skills:**

- Project Management
- Financial Awareness
- Problem Solving
- Decision Making/Decisiveness
- Planning and Organising
- Networking
- Control and Monitoring
- Communication
- 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) or fax on **086 519 7585** no later than **12 June 2022** quoting a relevant reference number.

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