



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

## **VACANCY**

**Position:** Legal Officer

**Reporting to:** Legal, Compliance and Research Manager

**Job Ref:** RECR/LO/001

The Legal Officer role is to maintain a contract management system, ensuring compliance with the legal and policy environment and to provide legal and policy related support services on a broad range of matters to all departments within the NFVF.

### **Qualification & Experience:**

- LLB
- 3 Years post qualification experience (PQE)
- Admission as an Attorney or Advocate
- 3 years' experience in a legal, policy or compliance environment
- 1 Year experience in creative/cultural industries advantageous
- Knowledge of Government Regulatory Framework advantageous e.g. PFMA, BBBEE, Preferential Procurement, POPI, PAIA

### **Key Responsibilities:**

- Research and monitor legal and regulatory framework of the audio-visual industry
- Review policies
- Draft organisational contracts
- Monitor organisational contract management system

**Competencies:**

- Film and Video Industry Knowledge
- Organisational Legislation, Policy and Procedures
- Customer/Stakeholder focused
- Leadership
- Teamwork

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 **21 August 2022** quoting a relevant reference number.

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