



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

VACANCY

Position: Production & Development Manager – Non-Fiction

Reporting to: Head of Industry Development

Job Ref: RECR/T-PDM/001

The Production and Development Manager – Non-Fiction will manage, monitor and evaluate all non-fiction and special projects in development and production from conception to completion.

Qualifications & Experience:

- Degree in Film and Television
- 5-8 years' experience in production
- 3 years management experience required

Key Responsibilities:

- Implement the nfvf strategy for production and development (non-fiction and animation)
- Manage project planning for development and production
- Manage the process of contracting and budgets
- Consult, guide, monitor and provide feedback on project deliverables for development (non-fictional, animation and special projects)
- Monitor and provide feedback on project deliverables for production and post production (non-fictional, animation and special projects)
- Liaise with industry stakeholders
- Compile a narrative report on non-fictional projects and communicate with relevant structures

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Councillors:

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

- Manage subordinate

Requirements:

- Strong facilitation skills
- Strong project management skills
- Strong networking skills
- Stakeholder management skills
- Ability to communicate effectively

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to vacancies@nfvf.co.za or fax on **086 519 7585** no later than **18 September 2022** quoting a relevant reference number.

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