



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

## **VACANCY**

**Position:**                    **Company Secretary**

**Reporting to:**            **Chairperson of the NFVF Council**

**Chief Executive Officer (Administrative reporting line)**

**Duration:**                **5 year fixed term contract**

**Job Ref:**                 **RECR/COSEC/001**

### **Job Purpose:**

The main purpose of the Company Secretary role is to ensure that the NFVF operates in accordance with legal and governance requirements as well as best practice. The role is further responsible for ensuring that the administrative requirements of the Council have been fulfilled, and that meetings are conducted in accordance with legislative requirements.

### **Qualification & Experience:**

- Degree in Legal/Governance or equivalent;
- 5+ years' experience in a legal advisory capacity;
- 3+ years' experience in administration/coordination;
- Public Sector experience non-negotiable;
- CIS Certification would be an advantage.

#### Councillors:

Ms Tholoana Rose Ncheke (Chairperson); Dr Jeremiah Mofokeng (Deputy Chairperson); Ms Julie Hall; Ms Nomfundo Matlala; Mr Sibongiseni Mkhungo; Mr Majjang Mpherwane; Adv Senzo Ncube;

Mr Louis Seeco; Ms Lala Tuku

Chief Executive Officer: Ms Makhosazana Khanyile

## **Requirements:**

- Provide Council Members and Council Committees with guidance about their roles, responsibilities, and power;
- Advise Council Members and Council Committees on any laws and guidelines relevant to/ affecting public entities that the NFVF must comply with (including amendments to legislation);
- Report to Council members any failure on the part of the company or management to comply with the applicable legislation;
- Distribute NFVF's annual financial statements to relevant stakeholders as per National Treasury regulations and/or Ministerial directives;
- Conduct the induction, orientation, ongoing training and education of Council Members and Council Committees;
- Conduct the annual evaluation of the Council with the relevant members for submission to the Executive Authority;
- Manage and coordinate Council administrative and logistical requirements;
- Manage the overall company secretary and administrative functions not limited to report writing/minute taking;
- Ensure effective communication and engagement between the Council and its stakeholders;
- In partnership with the Chairperson and individual members, ensure that the Council is properly capacitated and effective;
- Ensure that Council and Council Committees' charters and terms of reference are updated;
- Conduct quality assurance and circulate meeting documents for Council and Council Committees;
- Draft annual work plans in consultation with the Chairperson of the Council;
- Communicate meeting dates and times with relevant stakeholders;
- Finalise agendas of meetings with the Chairperson of Council and/or Committees;
- Compile and distribute meeting packs to members timeously;
- Compile registers for all meetings for Council and Council Committees;
- Compile and maintain a register of matters arising for Council and Council Committees;
- Maintain a register of minutes of all meetings for Council and Council Committees;
- Draft and send official communication to the Executive Authority and other stakeholders as and when required by the Council;
- Prepare Council summaries for Executive Authority meetings;
- Maintain a register of official Council requests to the management team;
- Record proceedings of the Council and Council Committee meetings;

- Draft minutes of the meetings with the Council and Council Committee, obtain approval from Chairperson and distribute minutes timeously to all members and relevant stakeholders;
- Draft terms of reference for additional expertise in consultation with the Council;
- Any other relevant functions as required.

**Attributes:**

- Confidentiality;
- Job specific knowledge;
- Organisational legislation, policies and procedure;
- Strong organizational skills and ability to prioritize;
- Strong ability of record keeping and documentation;
- Strict attention to detail;
- Control and monitoring;
- Exceptional Language skills in English and strong interpersonal communication skills;
- Time 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 0865197585 by no later than **27 November 2022**.

**Note:** Correspondence will be made only with the shortlisted candidates and no late applications will be considered.

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