



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

## **VACANCY**

**Position:** Governance, Monitoring and Evaluation Coordinator

**Reporting to:** Stakeholder Relations Manager

**Job Ref:** RECR/GMEC/001

**Duration:** June 2023 – March 2024

### **Job Purpose:**

The Governance, Monitoring and Evaluation Coordinator's role is to provide support to the Stakeholder Relations Manager, whilst also providing administrative services to the CEO's office.

### **Qualification & Experience:**

- Degree in Public Administration
- 1 – 2 years working experience in Governance or Monitoring and Evaluation, internship experience will be considered.

### **Key Responsibilities:**

- Administrative assistance to the CEO's office
- Assist with the collation of information for monthly, quarterly and annual reports compilation
- Liaise with Applications team with regards to funding appeals as and when the need arises
- Assist with general duties at strategic session meetings for the NFVF and the CEO's Office
- Provide assistance to the Company Secretary as and when requested

- Assist the CEO's Office with matters that relate to Finance i.e. Purchase Requisition, payments queries etc.
- Provide logistics assistance and assist with travel arrangements within the CEO's Office

**Competencies:**

- Planning and organizational skills
- Ability to multi-task
- Stakeholder management (internal and external)
- Attention to detail
- Good written and verbal communication skills

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 **24 May 2023** quoting a relevant reference number.

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