



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

VACANCY

Position: Temp: **Research Analyst**

Reporting to: **Compliance and Research Manager**

Job Ref: **RECR/TRA/002**

Duration: **12 months**

The incumbent will be responsible for providing relevant, insightful, and crucial information that will assist and support the stakeholders of the National Film and Video Foundation (NFVF) to make film industry related strategic decisions. The role of the Research Analyst is to identify and use established and credible innovative research methodologies to gather data for use in all areas of interest to the NFVF.

Qualifications & Experience:

- Postgraduate degree in Economics/Social Sciences, or any degree relevant to research.
- 3 years' experience in a research, project management, or a similar role.
- Knowledge of the Film & Media Industry is essential.
- Understanding of Supply Chain Management processes for commissioned research is an added advantage.

Key Responsibilities:

- Conduct both qualitative and quantitative research on behalf of the NFVF.
- Identify research areas and topics that are of interest to the NFVF's core business.
- Write research proposals for identified research areas with input from the organisational departments applicable to the proposal, guidance from and approval by the Compliance and Research Manager.
- Draft Terms of Reference (ToR's) for commissioned research reports.
- Determine the appropriate research methodology for each research study.
- Design appropriate methods of disseminating research findings to the relevant stakeholders.

- Ensure that research commissioned and/or developed aligns with latest audiovisual content services policy frameworks and other related white papers.
- Liaise with external and internal stakeholders to collect relevant data for NFVF's programmes and research areas.
- Ensure that all the stakeholders are aware of their role in the research studies.
- Analyse, summarise, and make available recent and relevant research report to industry bodies.
- Attend and contribute to research related industry engagements that will help support the development of an industry research database
- Act as the contact between the NFVF and external film organisations in providing information relating to research.
- Develop and compile a project plan for all the approved research projects.
- Analyse the performance of approved NFVF's funding programmes.
- Maintain an updated database of all stakeholders with whom research projects have been conducted.
- Maintain an updated database, including, but not limited to data collection instruments, raw data collected during research of all industry research and projects conducted for internal stakeholders use only.
- Provision of audit information as per the APP deliverables for the benefit of Internal and External Audit Assessments.
- Provision of all Research audit related information by ensuring accurate and timeous submission to auditors.
- Model organizational values at all times in the day-to-day execution of duties.

Requirements:

- Analytical and Critical thinker
- Communication and Presentation
- Interpersonal
- Research (Qualitative and Quantitative)
- Report Writing
- Time Management
- Collaboration
- Decisive
- Film and Video Industry Knowledge
- MS Office Suite
- Problem Solving
- Stakeholder Management

□ Compliance Management

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 **12 November 2023** quoting a relevant reference number.

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