



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

VACANCY

Position: Temp: Compliance and Research Manager

Reporting to: Head of Operations

Ref: RECR/TCRM/001

Duration: Twelve (12) months

Job Purpose:

To manage research, policy development and implementation, as well as legal compliance for the NFVF.

Qualification & Experience:

- Verifiable Degree / Post Graduate Degree in Law;
- 5 – 8 years relevant experience in the legal environment;
- 2 – 5 years relevant experience at a managerial level;
- Experience in project management an added advantage;
- Admission as an Attorney or Advocate;
- Experience in creative/cultural industries advantageous;
- Knowledge of Government Regulatory Framework essential e.g. PFMA, BBBEE, Preferential Procurement, POPI, PAIA.

87 Central Street, Houghton, 2198, South Africa
Private Bag X04, Northlands, 2116, South Africa
Tel: +27 11 483 0880 Fax: +27 11 483 0881 Email: info@nfvf.co.za Website: www.nfvf.co.za

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; Ms Chuma Fani;
Ms Melany Asanda Fuma; Mr Unathi Mkiva;
Acting Chief Executive Officer: Ms Thobela Mayinje

Key Responsibilities:

- Drafting legal contracts and opinions;
- Management of regulatory and policy compliance and associated risks;
- Development and management of desktop and commissioned Research;
- Manage stakeholder relations;
- Management of NFVF legal affairs;
- Manage and coach staff;
- Manage departmental budget;

Attributes:

- Compliance management;
- People management skills;
- Strong leadership ability;
- Decision making skills;
- Problem solving skills.
- Stakeholder Management.
- Communication.
- Controlling and Monitoring.
- Financial Awareness.

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to vacancies@nfvf.co.za with the reference RECR/TCRM/001 or fax on 0865197585 by no later than **10 March 2024**.

Note: Correspondence will be made only to 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).

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2

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