



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/002

Duration: March 2024 – March 2025

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 with the reference RECR/GMEC/002 or fax on **086 519 7585** no later than **10 March 2024** quoting a relevant reference number.

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).

