



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

Position: Film Programme Coordinator

Reporting to: Investment Advisor: Film

Job Ref: RECR/FPC/001

Duration: May 2024 – March 2025

Job Purpose:

The incumbent will be responsible for overseeing film programmes and activities in the Eastern Cape region, ensuring their effective implementation and alignment with organisational goals.

Qualification & Experience:

- Degree in film or Economics studies.
- 1 – 2 years working experience in film programmes, internship experience will be considered.
- Experience in investment promotion will add advantage.
- Drivers' license is mandatory.

Key Responsibilities:

- Oversee film programs and activities in the Eastern Cape region
- Provide oversight to the Eastern Cape Film Hub programs
- Support ECDC and NFVF film initiatives by collaborating with relevant stakeholders, providing assistance, and ensuring effective implementation.

- Extend the footprint of NFVF across the province by engaging with local communities, stakeholders, and institutions to promote awareness of NFVF initiatives and services.
- Handle enquiries related to film programs and initiatives, providing information and assistance to stakeholders as needed.
- **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/FPC/001 or fax on **086 519 7585** no later than **5 April 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).