



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

## VACANCY

**Position:** Temp: Head of Human Resources

**Reporting to:** Acting Chief Executive Officer

**Duration:** 8 Months Contract

**Job Ref:** RECR/HHR/001

### Job Purpose:

To develop, implement and manage the National Film and Video Foundation's (NFVF) overall human resource strategy, act as the link between the institutional human capital and business partner to ensure that all the departmental human capital are well serviced. As part of the senior management, the Head of Human Resources is expected to be proactively involved in supporting the strategic development, implementation, and achievement of the core mandate of the NFVF.

### Qualifications & Experience:

- Honours/postgraduate degree in Human Resources Management/Industrial Psychology
- 10 years' experience working in Human Resources as generalist, with at least 5 years' experience in a senior managerial position.
- Experience in the facilitation and co-ordination of Employee Relations including disciplinary procedures and processes and providing advice to business units, CCMA procedures;
- Solid knowledge of the Basic Conditions of Employment Act, Employment Equity Act, Labour Relations Act and Skills Development Act;
- Practical knowledge of the Public Sector an added advantage;
- Membership of HR body (e.g. SABPP; IPM) would be highly advantageous.

### Key responsibilities:

#### **HR Systems and Strategy Development and Implementation:**

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](mailto:info@nfvf.co.za) Website: [www.nfvf.co.za](http://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 Maijang 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

- Develop and implement an appropriate and efficient Human Resources strategy that is aligned to the overall mandate of the NFVF
- Develop and implement standard operating procedures and workflow process, together with relevant Heads of Departments.
- Prepare and implement the Human Resources Department's yearly inputs and outputs for the Annual Performance Plan (APP).
- Develop and implement frameworks to facilitate amicable communication and collaboration between the NFVF and trade unions.

### **Employee Performance Management:**

- Facilitate and oversee the overall performance of individuals as well as the bi-annual performance review in compliance with applicable legislature, and company policies and procedures.
- Manage employees' probation before confirmation of employment
- Actively monitor employee performance
- Provide mentorship, leadership and guidance to the HR Department.
- Monitor and assess culture change interventions to ensure its consistent application and its efficiency across all departments.

### **Budget management and remuneration:**

- Prepare annual budgets for the Human Resources departments
- Manage the Human Resource department's budget in compliance with the NFVF's policies and all applicable legislation
- Monitor departmental budgets and expenditure monthly, to assess variances and to initiate corrective action as and when necessary
- Authorise departmental spend requests
- Manage staff remuneration to ensure that remuneration is aligned with the Human Resources strategy and industry best practices
- Manage NFVF payroll, staff incentives, penalties, rewards and increases, in conjunction with the relevant managers
- Manage staff benefits and schemes, these include the medical aid schemes and staff pension funds.

### **Capacity Building:**

- Manage, guide, oversee and participate in recruitment process, in conjunction with the relevant departmental manager
- Facilitate training for staff members based on the results of a skills audit, succession plan, requests from training-eligible staff members or on industry standards and best practices

### **People Management:**

- Facilitate the implementation of induction and onboarding programmes for new hires and temporary staff members.
- Manage internship candidates, in conjunction with the relevant department manager. Also oversee applications for funding from SETA.
- Keep informed on all applicable labour policies and relevant industry human resources practices

- Monitor and assess staff performance to implement interventions, where needed, to encourage wellness and work-life balance for all NFVF staff members.
- Manage the Human Resources department staff and programmes to ensure the achievement of objectives outlined in the APP.

#### **Facilities and Stakeholder Management:**

- Oversee the maintenance of the NFVF's facilities.
- Oversee the reception area to ensure that it presents as professional and welcoming to NFVF visitors

#### **Risk Management:**

- Establish and maintain a risk management system for the HR Department

#### **Audit Responsibility:**

- Effectively manage all audit related information pertaining to the overall operations strategy by ensuring accurate and timeous submission to auditors.

#### **Values:**

- Always adhere and model organisational values when dealing with staff, visitors, and stakeholders.

#### **Behavioural Attributes:**

- Strong leadership and organizational skills.
- Strong project management skills.
- Exceptional people management skills.
- Excellent written and verbal communication skills.
- Financial Management and Financial Awareness.
- Experience in strategic stakeholder management

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) no later than **11 April 2024** quoting a relevant reference number.

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