



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

## **VACANCY: HEAD OF HUMAN RESOURCES**

Job Ref No: RECR/HHR/07/2025

Reporting to: Chief Executive Officer

The National Film and Video Foundation (NFVF), an agency of the Department of Sport, Arts and Culture (DSAC), ensures the equitable growth of South Africa's film and video industry. The NFVF provides funding for the development, production, marketing, and distribution of films and the training and development of filmmakers. Additionally, the NFVF commissions research and produces industry statistics, offering valuable insights to the public and stakeholders about the South African film industry.

To enhance its operational excellence and deliver on its mandate, the NFVF invites applications for the position of Head of Human Resources;

### **Job Purpose:**

To develop, implement and manage the National Film and Video Foundation's (NFVF) overall human resource strategy. This role focuses on driving operational excellence across key HR areas, including recruitment, onboarding, retention, employee engagement, learning and development, performance management, and HR operations.

### **Qualifications & Experience:**

- Honours/postgraduate degree in Human Resources Management/Industrial Psychology
- 10 years' relevant experience 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

### **Core Skills**

- Ability to align HR strategies with business objectives and think holistically about the impact of HR practices.
- Proven track record of leading, inspiring, and developing a team; strong influencing skills to work effectively with senior leadership.
- Excellent interpersonal and communication skills for building relationships, managing conflict, and presenting ideas clearly.

- Proficiency in using HR analytics and metrics to make data-driven decisions and track HR performance.
- Skilled in managing organisational change, including the ability to adapt HR strategies to support business transformation.
- Conflict Resolution: Strong knowledge of conflict management techniques and experience in handling employee relations and disciplinary issues.

### **Key responsibilities:**

- Contribute to the development of annual performance plan/Annual Strategic reviews
- Develop the annual operational plan within the area of responsibility (Service delivery and budget implementation plan)
- Leading employee engagement initiatives that elevate morale and drive retention
- Oversee the collection, analysis, and reporting of HR metrics such as employee turnover, engagement scores, and training effectiveness
- Serve as the expert on South African labour legislation (BCEA, LRA, EEA, OHSA etc.) Proactively manage industrial relations, including union negotiations, disciplinary processes, grievance handling, and CCMA representation, ensuring full compliance and fostering constructive relationships.
- Lead initiatives to strengthen organisational culture, enhance employee engagement, and promote diversity, equity, and inclusion. Design and implement programmes that foster a positive, productive, and safe working environment.
- Oversee the development and administration of competitive compensation and benefits programs that attract, motivate, and retain high-performing employees, conducting regular market benchmarking.
- Identify training needs across the organisation and develop comprehensive learning and development programs that enhance employee skills, foster continuous improvement, and support leadership development
- Leading employee engagement initiatives that elevate morale and drive retention
- Manage internship candidates, in conjunction with the relevant department manager. Also oversee applications for funding from SETA
- Ensure the efficient and compliant administration of all HR policies, procedures, and systems. Drive continuous improvement in HR processes and service delivery.
- Ensure efficient payroll and administration processes
- Manage HR budget which includes, funds allocated to recruitment, salaries, benefits, talent management, training, succession planning, workforce engagement, and employee wellness planning
- Research and provide guidance on human resources best practices
- Oversee internal and external audit of HR function to ensure accurate and reliable reporting that comply to the laws, regulations and best practices
- Lead and develop the HR team, ensuring clarity in roles and expectations

### **Behavioural Attributes:**

- Strong leadership and organizational skills.
- Strong project management skills.
- Exceptional people management skills.
- Excellent written and verbal communication skills.
- Practical knowledge of the Public Sector.
- Financial Management and Financial Awareness.

**Application Details:**

Interested candidates should submit their applications, including a comprehensive CV and cover letter, to [vacancies@nfvf.co.za](mailto:vacancies@nfvf.co.za).

**Important Notes:**

- Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, qualification verification and employment verification reference)
- The NFVF will request certified copies of educational qualifications from shortlisted applicants.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA)

**Closing Date:** 25 August 2025 at 16:00. No late applications will be accepted. Applications not responded to within 30 days of the closing date must be considered unsuccessful. The NFVF reserves the right not to make an appointment.