



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

VACANCY

Position: Temp: Legal Coordinator
Reporting to: Compliance and Research Manager
Job Ref: RECR/TLC/001
Duration: 06 months (end of March 2026)

Job Purpose:

To maintain a contract management system that ensures compliance with the legal and policy environment and to provide legal and policy related support services on a broad range of matters to all departments within the National Film and Video Foundation (NFVF).

Qualification & Experience:

- Bachelor's Degree in Law (LLB)
- 2 years' experience in a legal, policy or compliance
- Admission as an Attorney – advantageous
- 2 years' post qualification experience (PQE) – advantageous
- 1 year experience in creative or cultural industries – advantageous
- Knowledge of Government Regulatory Framework (e.g. PFMA, BBBEE, Preferential Procurement, POPI and PAIA)

Key Responsibilities:

Research and monitor legal and regulatory framework of the industry:

- Conduct desktop legal research on the audio-visual and greater creative media industry's related regulatory and industry environment
- Implement changes as necessary by updating relevant policy or making submissions

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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:

Mr. Mthokozisi Radebe (Deputy Chairperson); Ms. Andrea Gordon; Mr. Simon Clarke; Ms. Omphemetse Mokgosi;
Mr. Tony Ferreira; Mr. Leon van Nierop; Ms. Siphosethu Mtamzeli; Mr. Chad Louw;
Ms. Nondumiso Madlala; Ms. Nobuntu Dubazana; Mr. Yazeed Kamaldien;
Acting Chief Executive Officer: Ms. Onke Dumeke

Review policies:

- Monitor and review policies to identify policy gaps
- Assist the manager in the development of new policies as required
- Coordinate and facilitate inductions on policies and procedures

Manage organisational contracts management system:

- Draft relevant contractual documents such as addendums, stakeholder agreements, service provider agreements
- Review and update NFVF contract templates
- Maintain and update the NFVF contract registry
- Verify necessary documentation, such as compliance documents, are attached to contractual agreements

Monitor NFVF compliance with industry regulatory framework:

- Assist the Compliance and Research Manager in monitoring the regulatory framework of the South African audio-visual industry
- Assist the Compliance and Research Manager in coordinating information for NFVF written submissions in response to regulatory developments.

Skills & Behavioural Attributes:

- Task execution
- Problem solving
- Decisiveness
- Audio-visual legislation, policy and procedures
- Computer Literacy
- Administration
- Attention To Detail
- Multi-tasking
- Team-player
- Microsoft Office Suite
- Practical knowledge of the Public Sector

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to vacancies@nfvf.co.za by no later than **17 September 2025 at 16h00**.

Note: Correspondence will only be conducted with shortlisted candidates and late applications will be considered.

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