



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

VACANCY

Position: Temp: Monitoring and Evaluation Coordinator

Reporting to: Stakeholder and Relations Manager

Job Ref: RECR/TMEC/001

Duration: 31 March 2026

Job Purpose:

The incumbent will be responsible for providing support to the CEO's office, by assisting in various administrative tasks and projects.

Qualification & Experience:

- National Diploma in Public Administration, Business Administration or any equivalent qualification in administrative studies or related fields.
- 1-2 years relevant administrative experience.

Key Responsibilities:

Assist in managing daily administrative tasks:

- Ensure all assigned daily administrative tasks are completed on time by the end of the week

Assist in scheduling and coordinating meetings:

- Ensure all relevant internal and external stakeholders are invited to meetings timeously
- Ensure coordination takes place
- Coordinate physical meetings and ensure travel logistics are handled

Monitoring and Evaluation:

- Conduct quarterly and annual monitoring and evaluation of Annual Performance Plan (APP) tasks with relevant departments
- Ensure APP targets and Portfolio of Evidences are submitted timeously

- Follow up on unclear targets and reasons for non-performance
- Liaise with internal auditors on APP targets and requests for information

Skills & Behavioural Attributes:

- Compliance management
- Task execution
- Problem solving
- Planning and organizing
- Control and monitoring
- Communication
- Stakeholder management
- Teamwork
- Computer Literacy
- 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 **20 October 2025 at 17h00**.

Note: Correspondence will be made only with 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).