



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

VACANCY

Position: Council and Committees Coordinator

Reporting to: Company Secretary

Job Ref: CCC/09/2026

Duration: 12-Month Period

Job Purpose:

To provide coordination services to the Company Secretary insofar as responsibilities pertaining to the Council, Committees, and Advisory Panels are concerned, and additional administrative duties.

Qualifications & Experience:

- Required relevant work experience is between 1- 3 years;
- Relevant degree in Law/ Public Management/ or any relevant degree (NQF level 7);
- Knowledge of the Public Finance Management Act;
- King IV and Ethics Code (Desirable);
- A CIS qualification will be an added advantage;
- Computer literacy.

Key Responsibilities:

- Coordinate and provide comprehensive administrative support to the Council, Committees, and Advisory Panels;
- Provide support to the Company Secretary, working closely and liaise with the legal and policy, and finance divisions of the organization;
- Coordinate and provide administrative support to organization-wide compliance to corporate governance and legislative framework;
- Coordinate and provide comprehensive administrative support to the Council, Committees, and Advisory Panels;
- Provide support to the Company Secretary, working closely and liaise with the legal and policy, and finance divisions of the organization;

- Coordinate and provide administrative support to organization-wide compliance to corporate governance and legislative framework;
- Coordinate and provide comprehensive administrative support to the Council, Committees, and Advisory Panels.

Skills & Behavioural Attributes:

- Required functional knowledge and skills;
- Knowledge of the public sector and statutory Councils operations;
- Business Language Proficiency;
- Information management;
- Planning, organizing and prioritizing;
- Organizational communication effectiveness;
- Drafting Minute, resolutions and matters arising;
- Meetings management;
- Interpersonal communication;
- Business / report writing;
- Problem Solving skills;
- Time-management skills are essential for managing multiple meetings and deadlines;
- Project management;
- Computer literacy, MS Office, PowerPoint, Excel;
- Board Software usage;
- Financial Awareness.

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to vacancies@nfvf.co.za by no later than **09 October 2026 at 16h00**.

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).

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.