

Job Title:	Production Manager (12 Months Fixed Term Contract) (Re-advertisement)
Organisation:	NEMISA
Department:	Training Unit
Location:	Parktown, Johannesburg
Salary Range:	Level 10, Notch 1
Upward Reporting Relationships:	Head of Broadcasting Training
Reference Number:	NEM-21/11/2019

MAIN PURPOSE OF JOB

To plan, direct and implement content production activities that will deliver against set objectives and expectations for e-Learning Channel.

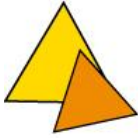
JOB OBJECTIVES

- Conceptualise innovative and creative multi-media products for the Institute
- Coordinate pre-production work with relevant stakeholders and resources to prepare a provisional production schedule
- Consult with relevant stakeholders in order to determine required resources
- Conduct research to determine suitable venues and locations, and secure options
- Liaise with local authorities regarding permits and permissions required
- Lead and coordinate production resources to ensure that objectives are met
- Determine and advise on the requisition and/or hiring of production tools suited to the production project
- Ensure quality production editing against agreed standards and time lines
- Evaluate scripts and discuss production ideas with relevant stakeholders
- Coordinate the hiring of production crew, including actors, make-up artists and costume designers, and contractors
- Ensure the termination of contracts on conclusion of a production projects as required, and ensure that equipment is returned as per the service level agreement
- Engage regularly with different production department heads, including costume, set design, and lighting, to ensure they are meeting the production budget and schedule
- Approve the use of locations, equipment, and other necessary resources as per Institute policies and procedures
- Supervise production team to ensure quality and timeous delivery
- Provide input into policies to promote quality production projects within the Institute

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545, Auckland Park, Johannesburg 2006, www.nemisa.co.za

Non-Executive Directors: Ms Molebogeng Leshabane (Chairperson); Ms Thobeka Buswana; Mr Melvyn Lubega; Mr Lionel Adendorf; Ms Nomonde Hlatshaneni; Prof Christian Adendorff; Ms Bongekile Filana
Executive Directors: Mr Treveen Rabindhnath (Acting CEO); Mr Thilivhali Ramawa (CFO)
Company Secretary: FluidRock Advisory (Pty) Ltd (Acting Company Secretary)

Reg no. 98/14825/08



- Ensure that the business unit complies with all policies and practices as prescribed by the Institute, and relevant legislation
- Monitor and ensure that all production produced for the Institute are of high quality and uses appropriate symbols, colours and branding
- Obtain any necessary approvals and risk assessment reports prior to production
- Ensure that the production complies with health and safety regulations, union requirements, copyrights laws, and insurance terms
- Continuously inform producers and the Institute of production progress
- Prepare an estimate budget for required resources, including human capacity, materials needed and locations/venues
- Develop production budgets and schedules, and ensure production remains within agreed limits
- Determine and ensure changes to the budget and schedule as required, such as rescheduling filming due to unforeseen circumstances
- Negotiates costs with suppliers
- Participate in internal and external stakeholder forums and events as directed
- Represent and participate in the Institute's committee and/or task teams
- Attend meetings and present findings and proposals to members and management
- Represent the Institute at external events when required
- Build inter-business relationships to support the execution of operations

Education: Formal Qualifications

Level of Education:

- National Diploma in Media Production or Equivalent qualification (NQF 6)
- 3-4 years' experience in Media Production, including Production Project Management

Job related Knowledge

Job related knowledge is typically gained through formal or informal training programs (this exclude programs through which Forma Qualification are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.

- Knowledge and understanding of production methods, technology and best practices
- Knowledge of suitable venues and locations for production
- Knowledge of general concepts of advertising
- Knowledge and use of digital platforms for educational purposes
- Strong knowledge of South African audiences
- Knowledge of Project Management principles
- Knowledge of internet search functions to locate required information



Job related Skills

Job-related skills are typically gained through formal or informal training programs. (This exclude programs through which Formal Qualifications are attained. Skills refer to how to do things. They are demonstrated in the application of techniques and procedure.

- Computer literate (MS Office)
- Creative and innovative thinking
- Excellent verbal and written communication skills
- Presentation skills for the pitching of production ideas and projects
- Negotiation skills

Important note:

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to:
productionmanager@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- **PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY**
- Closing Date: **03 December 2019 (16:30 PM)**

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports achievement of our Employment Equity goals.