RE-ADVERTISEMENT • NOTICE OF POSITION

Re-advertisement: Legal Specialist

Notice is hereby given of the re-advertisement of the following position available at the Gauteng Film Commission.

POSITION STATUS	APPLICANT STATUS	REMUNERATION	CLOSING DATE
Permanent Contract	Open to Internal and External Applicants	Market-related	20 November 2026 at 23h45

WHO WE ARE

About the Gauteng Film Commission

The Gauteng Film Commission (GFC) is a non-profit company (NPC) within the Gauteng Provincial Government, under the leadership of the Department of Sport, Arts, Culture and Recreation. It is mandated to develop, promote, and coordinate Gauteng's film and television production industry.

The GFC is also responsible for positioning the province as a world-class filmmaking destination and for attracting local and international investment into the film and television industry.

THE ROLE

Job Brief

The Gauteng Film Commission is looking for a **Legal Specialist** to lead and direct a comprehensive and innovative legal support service, ensuring that the operations and decisions of the organisation and its staff comply with legislative requirements.

WHAT YOU WILL DO

Key Responsibilities

Key responsibilities include, but are not limited to:

- Identify and define immediate, short- and long-term objectives for the Legal Advisory Services Unit and its processes.
- Keep abreast of legislation (Acts, Bills, regulations and amendments thereto), as well as the trends, theories and practices underlying legislative development and review, and related systems, data and processes.

- Evaluate and comment on the applicability of specific key performance indicators and measures against outcomes detailed in the Department's business and strategic plans.
- Direct the provision, development and management of enabling legal support and advice to the organisation.
- Manage and coordinate a proactive legal service.
- Oversee and manage litigation against the GFC in respect of the functional area and its interests.
- Perform any other duties assigned by the Manager from time to time.

WHAT YOU WILL NEED

Requirements

Education

- LLB or a related degree
- Admission as an Attorney or Advocate of the High Court
- Driver's licence

Experience

- 5–7 years of working experience in the legal field (at least 5 years should be post-admission experience)

Knowledge

- Computer literacy (MS Office)
- Knowledge of the PFMA and all other relevant national and provincial legislation
- Extensive human resources-related knowledge
- Understanding of the organisational and external environment
- Understanding of general marketing principles
- Understanding of government statutory processes
- Knowledge of labour law and HR enabling legislation

Key Skills and Competencies

- Excellent written and verbal communication
- Strategic planning
- Financial management
- Project management
- Interpersonal skills
- Co-ordination
- Conflict resolution
- Customer service
- Negotiation
- Relationship building

Abilities

- Ability to work under pressure
- Time management: ability to prioritise and meet deadlines
- Ability to make reasoned judgements
- Ability to make sound decisions
- Ability to work within a team environment
- Ability to work with a variety of people
- Creativity/initiative
- Organisational and administrative ability
- Fluency in English and one or more African languages
- Persuasive ability

Package & Remuneration

- Market-related

APPLICATION PROCESS

How to Apply

Applying is a **two-step process**. Both steps are compulsory.

01 Complete the online application

Complete the official online application form in full:

Legal Specialist-Application Form|Re-advertisement (Permanent Appointment) – Fill out form

02 Email your supporting documents

Supporting documents cannot be uploaded to the online form due to system limitations. Email them to:

hr@gautengfilm.org.za

Subject line: The position applied for and your full name.

Application instructions

- Applications **must be submitted online** via the official application link provided in this advert.
- Complete the online application form **in full** and ensure that all requested information is captured accurately.
- **Select and/or indicate the field of work/position applied for** as prompted on the online application platform.
- Complete the application strictly **in accordance with the instructions provided on the online platform**.

MANDATORY

Required Supporting Documents

☐ A comprehensive **Curriculum Vitae (CV)** (PDF or MS Word format)

☐ Certified **copies of qualifications**

☐ A **certified copy of a South African ID**

☐ A completed and signed **MIE Consent Form**

- Download the MIE Consent Form from the Gauteng Film Commission website under **Vacancies**.
- Incomplete or unsigned forms will result in **disqualification**.

> Please note: **CERTIFICATION OF QUALIFICATIONS AND ID DOCUMENTS MUST NOT BE OLDER THAN SIX (6) MONTHS.**

BEFORE YOU APPLY

Important Notes

- This is a **re-advertisement** of the Legal Specialist position. Candidates who applied previously are encouraged to re-apply by following the full application process set out in this advert.
- Failure to submit **both** the online application **and** all required supporting documents via email will result in **automatic disqualification**.
- No late applications will be accepted.
- In line with the Employment Equity Policy of the Gauteng Film Commission, preference may be given to suitably qualified candidates from designated groups.
- If no communication is received within **one (1) month** after the closing date, applicants should consider their application unsuccessful.
- Enquiries may be directed to the **Corporate Services Administrator** at **(011) 833 0409**.

Disclaimer: The GFC reserves the right not to appoint.

Gauteng Film Commission

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