



HUMAN CAPITAL DEVELOPMENT COORDINATOR (6 MONTHS FIXED CONTRACT)

Proposed Salary R 13 500, 00 PM

(Ref. HCDC/KZNFC/001)

Reports to: Human Capital Development Manager

KwaZulu-Natal Film Commission (KZNFC) is an entity established in terms of the 2010 KwaZulu-Natal Film Commission Act, No 3 of 2010. The KwaZulu-Natal Film Commission has been established to promote the film industry in the Province.

Job purpose: To provide administrative support to the Human Capital Development Unit.

Minimum Requirements:

- NQF Level 6 Diploma or Degree Human Resources Management or Project Management
- 2-3 years' experience in an administrative role within a training function

Summary Duties:

- Perform training coordination function for the Human Capital Development Department.
- Assist with the management and implementation of training programmes
- To take accurate minutes of meetings, steering committees, selection panels at HCD meetings.
- Assist the HCD department with the administrative support functions.
- To perform any required duties within the HCD department.

All applicants must forward their applications and a detailed **Curriculum Vitae showing the relevant experience, certified copies of ID and qualifications**, clearly stating the relevant reference number for the position for which you are applying for on the subject line. Applicants can hand deliver applications to the 10th Floor, 115 Musgrave Towers, Musgrave Road, Durban or e-mail to HR@kwazulunatalfilm.co.za.

Enquiries: Relebohile Putsoane: tel. (031) 325 0200 **closing date: 19 August 2019 at 12:00**

Note: The successful candidate will be required to do qualifications verification, which will form part of the selection process. The KZNFC is committed to the achievement and maintenance of diversity and equity in employment especially in respect of race, gender and disability.

NB: The KZNFC reserve the right not to appoint if no suitable candidates are identified.

If you do not receive any response within 14 Days of the closing date, kindly consider your application to be unsuccessful.



HUMAN RESOURCES GENERALIST (6 MONTHS FIXED CONTRACT)
Proposed Salary R 18 500, 00 PM
(Ref. HRG/KZNFC/001)
Reports to: Human Resources Manager

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Job purpose: To provide end to end processing of the KZNFC payroll and assist with HR administration.

Minimum Requirements:

- NQF Level 6 Diploma or Degree Diploma in HR Management
- 2-3 years' working experience in a similar role
- Working knowledge of VIP Premier Payroll, Premier HR and ESS is essential.

Summary Duties:

- Provide Admin support to the HR Manager.
- Payroll processing and administration.
- Support the development and maintenance of a performance management culture.
- Facilitate the implementation of organizational wide HR training intervention.
- Recruit staff according to the recruitment plan and timeframe.
- Implement an employee wellness strategy.
- Provide industrial relations support to management and staff.

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LOCATIONS COORDINATOR (6 MONTHS FIXED TERM CONTRACT)

Proposed Salary R 13 500, 00 PM

(Ref. LC/KZNFC/001)

Reports to: Locations and Facilities Specialist

KwaZulu-Natal Film Commission (KZNFC) is an entity established in terms of the 2010 KwaZulu-Natal Film Commission Act, No 3 of 2010. The KwaZulu-Natal Film Commission has been established to promote the film industry in the Province.

Job purpose: To provide production support services to the location and facilities Unit. To facilitate all film and cluster related queries.

Minimum Requirements:

- NQF Level 6 Diploma or Degree in media/film/arts studies or any other equivalent
- A Minimum of 1 to 2 years' experience as a locations co-ordinator / Production co-ordinator.
- Experience in location and facilities will be an added advantage.

Summary Duties:

- Facilitate/ Service film production cluster equipment (edit suites and cameras).
- Assist cluster tenants with technical enquires including cinema and training room operation.
- Operation of the sound studio.
- packaging of provincial offerings,
- providing one stop shop for all production enquiries,
- facilitate stake holder relationships,
- updating crew and service provider database,
- labelling location images,
- booking and arranging meetings,
- Creating and amending cluster tenants' contracts,
- To perform any other duties required in the Locations and Facilities Unit.

All applicants must forward their applications and a detailed **Curriculum Vitae showing the relevant experience and contactable references, with certified copies of ID and qualifications** clearly stating the relevant reference number for the position for which you are applying for on the subject line. Applicants can hand deliver applications to the 10th Floor, 115 Musgrave Towers, Musgrave Road, Durban or e-mail to HR@kwazulunatalfilm.co.za.

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PRODUCTION AND DEVELOPMENT ADMINISTRATOR (6 MONTHS FIXED CONTRACT)

Proposed Salary R 11 500, 00 PM

(Ref. PDA/KZNFC/001)

Reports to: Production and Development Manager

KwaZulu-Natal Film Commission (KZNFC) is an entity established in terms of the 2010 KwaZulu-Natal Film Commission Act, No 3 of 2010. The KwaZulu-Natal Film Commission has been established to promote the film industry in the Province.

Job purpose: Assist with customer liaison, administrative support, project Coordination, project analysis and reporting for the production and development department.

Minimum Requirements:

- NQF Level 6 National Diploma/ B. Degree in Project Management or Business Administration or any equivalent
- A Minimum of 1 to 2 years' experience in an administrative role.

Summary Duties:

- To Liaise with customers
- To do organizational and project management duties
- To provide administrative function for the film fund
- To perform statistical reporting
- To prepare narrative reports
- To take accurate minutes of meetings
- To provide administrative support to the Production and Development Manager
- To do analysis across industry value chain
- To perform any other tasks that may be required in the Production and Development unit.

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SUPPLY CHAIN PRACTITIONER (6 MONTHS FIXED CONTRACT)

Proposed Salary R 17 200, 00 PM

(Ref. SCP/KZNFC/001)

Reports to: Supply Chain Manager

KwaZulu-Natal Film Commission (KZNFC) is an entity established in terms of the 2010 KwaZulu-Natal Film Commission Act, No 3 of 2010. The KwaZulu-Natal Film Commission has been established to promote the film industry in the Province.

Job purpose: To process supply chain and general provisioning functions of the KZNFC and provide administration functions to ensure compliant procurement procedures within the KZNFC

Minimum Requirements:

- NQF Level 6 Diploma or Degree in Supply Chain management
- 2 years of relevant experience

Summary Duties:

- Ensure compliance of the KZNFC with corporate governance best practice, the Public Finance Management Act, Companies Act, Treasury Regulations and accounting standards.
- Provide practical assistance and support to KZNFC staff and tender evaluation committee pertaining to supply chain policy, practices and general provisioning procedures.
- Assist in enhancement of competitiveness of suppliers and monitor the manner in which policy is implemented in respect of KZNFC's objectives and value for money obtained.
- Maintain a supplier database that will provide managers with information to meet their procurement needs.
- To perform any tasks that may be required in the SCM unit.

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KZN Film Commission • 115 Musgrave Road, 10th Floor Musgrave Towers, Berea, Durban 4001
Tel: 031 325 0200 • www.kwazulunatalfilm.co.za

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