



**HUMAN RESOURCES GENERALIST (5 MONTHS FIXED CONTRACT)**  
**Proposed Salary R 18 500, 00 PM**  
**(Ref. HRG/KZNFC/001)**  
**Reports to: Human Resources 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 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.

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 10<sup>th</sup> Floor, 115 Musgrave Towers, Musgrave Road, Durban or e-mail to [HR@kwazulunatalfilm.co.za](mailto: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.