



• OUR KINGDOM IS YOUR STAGE •

PRODUCTION AND DEVELOPMENT ADMINISTRATOR (5 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.

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.



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KZN Film Commission • 115 Musgrave Road, 10th Floor Musgrave Towers, Berea, Durban 4001
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