



## **KWAZULU-NATAL FILM COMMISSION VACANCY!!!**

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.

### **COMPANY SECRETARY**

**(Fixed term contract: From date of employment to 31<sup>st</sup> March 2023)**

**R1 056 264.00 per annum.**

**(Ref. CS/KZNFC/002)**

**Reports to: Chief Executive Officer**

**Job purpose: The following serve as the key responsibilities of the position:**

- Company secretary role to the Board and its committee
- Legal advisor to the entity
- Performance evaluation and monitoring of entity program

To provide guidance on governance matters to the Board and committees and the KZNFC and implement measures to ensure compliance within the applicable regulatory environment.

### **QUALIFICATION AND EXPERIENCE REQUIRED**

- Honours Degree in law (NQF level 8)
- 3-5 years' experience as a Company Secretary
- Member of the Chartered Institute of Secretaries
- 2-3 years public sector experience added advantage

For **Job profile** please visit ➡ [www.kznfilm.co.za](http://www.kznfilm.co.za) ➡ **Vacancies** ➡ **Company Secretary Job Description**

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 must send an email to [HR@kznfilm.co.za](mailto:HR@kznfilm.co.za).

**Enquiries:** Linda Cebekhulu: tel. 031 003 9000

**Closing date:** 27 April 2022 at 16:00

**Equity Target:** Preference will be given to White Female, Colored Male/Female and Indian Male/Female in line with Equity Targets.

**NB:** The KZNFC reserves the right not to appoint if no suitable candidates are identified. Candidates living with disabilities are encouraged to apply.

**OUR KINGDOM IS YOUR STAGE**

Board members: N. Malange, J. Wills, M. Mzimela, N. Mthembu, L. Berning, V. Senna, L. Ngcobo, S. Zondi

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