



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.

EXECUTIVE ADMINISTRATOR TO THE COO

(Duration: From date of appointment to 31st March 2024 and or the finalisation of the merger whichever comes first)

(R24 955,26 per month)

(Ref. EA-COO/KZNFC/001)

Reports to: Chief Operations Officer

Job purpose: To provide administrative and secretarial support (diary, meeting arrangements and minutes, consolidation of info. for reports, travel) to the COO and the Marketing and Development business unit.

QUALIFICATION AND EXPERIENCE REQUIRED

- Diploma in Business Administration/Public Administration /Secretarial studies (NQF Level 6) or Relevant
- 3-5 years' experience in providing Executive assistant services or business/office administration.

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

Enquiries: Philani Dlala: tel. (031) 003 9000

Closing date: 26 May 2023

Should you not here anything from us within 4 weeks of applying, please consider your application Unsuccessful.

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



**.KZN
FILM**