



### **KWAZULU-NATAL FILM COMMISSION EXTERNAL OPPORTUNITY!!!**

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.

#### **INTERIM EXECUTIVE ASSISTANT TO THE CEO: OFFICE OF THE CEO**

**(Duration: NON-RENEWABLE CONTRACT ENDING 31 MARCH 2024)**

**REPORTS TO: CEO**

**REFERENCE: EACEO**

#### **QUALIFICATION AND EXPERIENCE REQUIRED**

1. Minimum NQF Level 6 Diploma / Degree in Business Management/ Public Management or equivalent advanced secretarial Qualification
2. Post graduate qualification will serve as a distinct advantage.
3. A minimum of 5 years' secretarial working experience with at least 3 years in an executive assistant role
4. At least 2 years' experience in the public sector environment

#### **COMPETENCIES REQUIRED**

1. Computer literacy at an advanced level (Microsoft packages).
2. Good command of English - written and spoken
3. Decision-making skills and team-participation
4. The ability to liaise with internal and external stakeholders
5. The ability to persuade and negotiate at all levels
6. Results-driven
7. Problem solving and innovative capability
8. Confidentiality

***The role with report to the Chief Executive Officer (CEO). The role requires the ability and willingness to travel, work long hours, over weekends and public holidays where necessary.***

## **KEY PERFORMANCE AREAS**

The appointee will provide secretarial/receptionist support services to the CEO with the following key responsibilities:

- Acting as first point of contact for the CEO with the internal and external stakeholders
- Compile realistic schedules of appointments
- Timeously coordinate with and sensitize/advise the CEO regarding engagements
- Advise internal and external stakeholders on issues pertaining to the functions of the office
- Manage the effective flow of routine and highly confidential information and documents to and from the office of the CEO
- Ensure the safe keeping of all routine and highly confidential documentation in the office of the CEO in line with relevant legislation and policies
- Obtain inputs, collate and compile reports, e.g. progress-, monthly and management
- Scrutinise all submissions/reports and make notes and/or recommendations for the CEO or return it to the originator
- Respond to written, email or verbal enquiries from internal and external stakeholders on behalf of the CEO
- Draft documents as required
- Devise and maintain office systems, including data management
- Research, collect, analyse and collate information as requested by the CEO
- Manage all travel arrangements, visas and accommodation for the CEO
- Scrutinise documents to determine actions/information/other documents required for meetings
- Collect and compile all necessary documents for the CEO to inform him/her on the contents
- When required to travel with the CEO, take notes at meetings or provide assistance during meetings
- Record minutes/ decisions and communicate to relevant role-players, follow-up on progress made
- Produce documents, briefing papers, reports and presentations and ensure that the CEO is well prepared for meetings
- Coordinate logistical arrangements for all meetings of the CEO

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: 19 July 2023