



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 2023 and or the finalisation of the merger whichever comes first)

(R22 895,75 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

Terms and Conditions

- The KZN Film Commission will pay a once off 13% placement fee on the annual salary/prorated to the months of employment.
- The Agent is required to submit all qualifications with the CV.
- The Agent will be required to perform **Qualification, Criminal and x3 Reference checks** (One reference to be from the last employer) on the candidate for submission to KZN Film commission.

There is a possibility that this short-term contract may be extended until 31st of March 2024.

Enquiries: Linda Cebekhulu: tel. (031) 003 9000

Closing date: 02/11/2022

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

KZN Film Commission • 10th floor Musgrave Towers, 115 Musgrave Road, Berea 4001, South Africa Tel: +27 31 003 9000 Email: info@kznfilm.co.za



EVALUATION CRITERIA:

- **Prequalification Criteria (Disqualifying Criteria)**

B-BBEE status Level 1 or 2, an EME or QSE

- **Price and Preference Points:**

80/20 preference points will be applicable for the evaluation of this process in accordance with the Preferential Procurement Policy Framework Act 2000 (Act No. 5 of 2000 and B-BBEE Act.

All quotations with all the required documentation to be forwarded to scmquotes@kznfilm.co.za and for enquiries related to SCM to be forwarded to scm@kznfilm.co.za

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