



**national film and video foundation**  
SOUTH AFRICA  
an agency of the Department of Sport, Arts and Culture

## **VACANCY**

**Position:** Temp - Communications Officer

**Reporting to:** Marketing and Communications Manager

**Job Ref:** RECR/CO/001

**Duration:** 6 Months Contract

The Temp Communications Officer will promote the South African film industry through communications on various platforms. The position will support the overall organisation with communications tasks that refer to corporate communications, internal and external communications, including internal reports, press releases, speaking notes and editing of documents.

### **Qualification & Experience:**

- Diploma/Degree in Communications/Public Relations/Journalism/Media Studies
- 3 Years' experience in Communications/Public Relations/Corporate Communications
- Experience/knowledge of film industry is advantageous

### **Key Responsibilities:**

- Co-ordinate and implement external NFVF communication to maintain stakeholder awareness of services provided
- Brief public relations agency and co-ordinate all related processes to ensure delivery of communications deliverables
- Craft messaging, speeches, press releases and internal/corporate communications
- Liaise with key divisional heads in order to provide comprehensive organisational internal communications

- Compile internal communications e.g. newsletter and ensure necessary approvals before sharing with the NFVF team
- Arrange and co-ordinate NFVF media interviews on relevant digital media, radio and television to provide PR Support to filmmakers funded by NFVF
- Coordinate media presence at briefings, conferences, summits, key film festivals and markets in order to generate positive coverage for the NFVF and the SA film industry
- Mitigate reputational risk and manage crisis communications with the communications agency and independently where needs be
- Track and monitor media reports and coverage
- Design communication material for the marketing of internal and external event
- Stakeholders relations and supplier management according to event scope

**Competencies:**

- Internal and external communication compilation and management
- Corporate communication report writing
- Planning and organising/work management
- Client service and support
- Analytical thinking / Problem solving
- Initiating action / initiative
- Quality commitment/work standards
- Decision-making skills
- Excellent communication and presentation skilly
- Excellent time management and responsiveness skills
- Strong ability to cope under pressure

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to [vacancies@nfvf.co.za](mailto:vacancies@nfvf.co.za) or fax on **086 519 7585** no later than **21 August 2022** quoting a relevant reference number.

*It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).*