



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

VACANCY

Position: Temp - Marketing Coordinator

Reporting to: Marketing and Communications Manager

Job Ref: RECR/MC/001

Duration: 5 Months Contract

To support the Marketing and Communications Manager with the development, sourcing and availability of advertising and brand materials and collateral.

To support the Marketing and Communications Manager by coordinating specific Marketing and Communications initiatives that optimize the work of the Operations division, the NFVF at-large and its stakeholders.

Qualification and Experience:

- Degree (preferably) or Diploma in Marketing, Communications, Public Relations or Commerce
- 1 – 2 years' experience in Marketing/Branding/Administration
- Knowledge of Film Industry (advantageous)
- Driver's licence and own reliable transport (advantageous)

Key Responsibilities:

- Coordinate marketing
- Coordinate communications deliverables
- Maintain marketing collateral stock levels
- Conduct administration

Competencies:

- Team work
- Customer and stakeholder relationship management

- Leadership
- Communication skills
- Knowledge of Film and Video Industry

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to vacancies@nfvf.co.za or fax on **086 519 7585** no later than **30 October 2022** quoting a relevant reference number.

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