



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

VACANCY

Position: Human Resources Coordinator

Reporting to: Head of Human Resources

Job Ref: RECR/HRC/001

Duration: June 2023 – March 2024

Job Purpose:

The Human Resources Coordinator role is to provide human resources related administrative services to the organisation's business units.

Qualification & Experience:

- Degree in Human Resources Management/Industrial Psychology
- 1 – 2 years working experience in the Human Resources environment, internship experience will be considered.
- Knowledge of South African labour legislation

Key Responsibilities:

- Payroll administration
- General Administration
- Recruitment and selection support
- Training and development support
- Performance management support

- Employment equity support
- Coordination of internal and external events

Competencies:

- High level of confidentiality and integrity
- People management skills.
- Ability to multi-task
- Planning and organizational skills
- Attention to detail
- Good written and verbal communication skills

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 **24 May 2023** quoting a relevant reference number.

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