



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

Position: CEO's Office Intern

Reporting to: Company Secretary / Stakeholder Relations Manager

Job Ref: RECR/COI/001

Duration: May 2024 – February 2025

Job Purpose:

The incumbent will be responsible for providing support to the CEO's office, by assisting in various administrative tasks and projects.

Qualification & Experience:

- National Diploma or Degree in public administration, business administration, or any equivalent qualification in administrative studies or related fields.

Key Responsibilities:

- Assist in managing daily administrative tasks.
- Assist in scheduling and coordinating meetings.
- Assist in maintaining records and documentation related to regulatory compliance.
- Assist with traveling logistics.
- Keep a register of queries received by the CEO's office and deliver those to the appropriate person to resolve.
- Perform any reasonable task as and when required.

Competencies:

- Planning and organizational skills
- Ability to multi-task
- Administrative 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 with the reference RECR/COI/001 or fax on **086 519 7585** no later than **21 April 2024** quoting a relevant reference number.

Note: Only applicants between the ages of **18-35** will be considered.

Correspondence will be made only to the shortlisted candidates and no late applications will be considered.

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