



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

VACANCY

Position: Temp: HR Coordinator

Reporting to: Temp: Head of HR

Job Ref: RECR/THRC/001

Duration: 08 months

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 relevant working experience
- Knowledge of South African labour legislation

Key Responsibilities:

Payroll Administration:

- Add and terminate employees on payroll system
- Capture all necessary salary information and process leave/travelling/overtime on system
- Capture and amend pension and medical aid contributions
- Ensure correct employee and company contribution
- Update UIF records
- Distribute payslips to staff
- Receive and resolve payroll queries
- Distribute IRP5s annually

Administration:

- Generate contract of employments for new employee
- Generate staff files
- Keep all staff files correct with all relevant documentation

- Audit staff personnel files monthly
- Inform line manager of staff achievements/additions to dependents etc.
- Inform medical aid of new members and ensure completion of documents
- Liaise with the medical aid administrator
- Resolve queries
- Inform provident fund of new members or terminations
- Provide quarterly reports to HRM on leave balances

Recruitment and Selection:

- Assist with compiling and placement of job adverts
- Liaise with recruitment agencies
- Schedule interviews and logistics
- Provide remuneration information to successful candidates
- Ensure that unsuccessful candidates receive regret letters
- Ensure that new employee have access, computer, benefits and company information
- Introduce new staff to NFVF employees

Training and Development:

- Coordinate training
- Assist in the development of WSP and ATR
- Ensure employee training certificates are filed in staff files
- Advise Head of HR on training needs

Internship Programme:

- Identify the NFVF's needs in terms of interns
- Submit Letter of Intent to MICTSETA for internship
- Recruit host employers and identify their specific requirements
- Place interns at host employers according to the skills, abilities and knowledge of the interns
- Facilitate the induction programme and other sessions for the interns
- Ensure logbooks are signed and submitted on a monthly basis
- Schedule regular check-ins with interns and mentors
- Ensure record keeping of all internship programme documentation – logbooks, employment contracts, memorandum of understandings, qualifications, employee files

Staff/Internal Events:

- Liaise with Communications on staff events
- Assist with coordinating staff events
- Schedule staff meetings
- Advise Head of HR on issues that need to be communicated in the newsletter.

Skills & Behavioural Attributes:

- High level of confidentiality and integrity
- People management skills
- Ability to multi-task
- Planning and organisational skills
- Attention to details
- Good verbal and non-verbal skills
- Computer Literacy
- Administration
- Microsoft Office Suite

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to vacancies@nfvf.co.za by no later than **04 July 2025 at 16h00**.

Note: Correspondence will be made only with 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).