



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

VACANCY

Position: Temp: Marketing and Communications Coordinator

Reporting to: Marketing and Communications Manager

Job Ref: MC/09/2026

Duration: 12-Month Period

Job Purpose:

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

Qualifications & Experience:

- Diploma in Marketing, Communications, Public Relations or Commerce;
- 1-2 years' relevant working experience in Marketing/Branding/Administration (internship experience considered);
- Knowledge of film and video industry will be advantageous;
- Driver's license will be advantageous.

Key Responsibilities:

Coordinate marketing:

- Coordinate the procurement for marketing activities, markets, and festivals;
- Coordinate marketing collateral, such as brochures, books, and pamphlets;
- Facilitate the disbursement of brand collateral to internal and external stakeholders;
- Coordinate and distribute marketing and brand collateral for events and festivals;
- Ensure the appropriate branded materials are provided for each event, such as department-branded banners or NFVF-funded event branding;
- Ensure that staff attending events are equipped with the necessary marketing materials to support event objectives.

Maintain marketing collateral stock levels:

- Conduct regular stock takes of marketing collateral to ensure adequate inventory;
- Notify the Line Manager promptly in case of low stock levels;
- Procure marketing collateral as needed to meet operational demands;
- Distribute marketing collateral efficiently and as required.

Administration:

- Maintain an effective filing system and recordkeeping process as per project requirements;
- File and organize documentation systematically;
- Conduct audits of project files to ensure accuracy and completeness;
- Keep files and records up to date with relevant documentation;
- Prepare and compile documents for the Auditor's report;
- Draft and compile application feedback letters.

Skills & Behavioural Attributes:

- Communication and presentation skills;
- Client service and support;
- Planning and organizing;
- Attention To Detail;
- Teamwork;
- Customer/Stakeholder focused;
- 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 **09 October 2026 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).

Applications not responded to within 30 days of the closing date must be considered unsuccessful.

The NFVF reserves the right not to make an appointment.