



**Gauteng Film Commission,
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PO Box 61840

Marshalltown

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Notice is hereby given of the following position available at the Gauteng Film Commission:

Position: Marketing, Communications and Brand Coordinator

Position Status: Fixed-Term Contract for 6 Months Duration

Application Deadline: 03 October 2024

Applicant Status: Open for Internal and External Applicants

The Gauteng Film Commission is an NPC entity within the Gauteng Provincial Government under the leadership of the Department of Sport, Arts, Culture and Recreation mandated with the development, promotion and coordination of the film and television production industry in Gauteng. In addition, the Gauteng Film Commission is responsible for positioning the province as a world-class destination for filmmaking as well as attracting local and international investments in the film and television industry.

Job Brief

We are looking for a **Marketing, Communications and Brand Coordinator** to join the Gauteng Film Commission to Coordinate and Implement the application of the GFC's marketing, communications and branding strategy. Ensuring the application of the Corporate identity guidelines to ensure consistency when applying the GFC logo across all advertising channels.

The key responsibilities as stipulated below but not limited to:

- Control and update corporate identity (CI) manual guidelines for the brand architecture which governs the usage of the logo stipulating how to apply the logo in terms
- Coordinate the processes involved in the registration of the GFC logo
- Compliance with GFC Policies and Monitoring
- Build relationships with all marketing and communications personnel in the GFC
- Supervising the Creative Design, and Publicity and Stakeholder Relations subfunctions
- Any other duties as assigned by the manager from time to time

Education

- Grade 12
- Marketing/ Communications Degree or Diploma in Marketing and Communications (minimum of NQF 6)
- Valid Code 8 Drivers License

Experience

- At least 2 - 3 years of relevant experience in the marketing and communications environment
- Government and Industry related

Package & Remuneration

- Market-related

Key Skills and Competencies

- Strong administration skills
- Communication
- Interpersonal
- Customer relations
- Report writing
- Project Co-ordination
- Good command of English and other languages

Knowledge

- Computer literacy (MS Office)
- Understanding of project roll-out marketing, communication and research

Abilities

- Ability to work under pressure
- Time management: Ability to prioritise and meet deadlines
- Ability to make reasoned judgements
- Ability to make sound decisions
- Ability to work within a team environment
- Ability to work with a variety of people
- Willingness to work long or flexible hours

Application Process

- Interested persons should submit their applications via email to hr@gautengfilm.org.za.
- An application should comprise a comprehensive **CV (PDF or MS Word Format)**, **Certified Copies of Qualifications** and a **Certified Copy of ID (PDF Format)** - **All certified copies should not be older than 6 months.**
- It is in the best interest of the applicant to ensure that their application is fully compliant with the specifications of this advert.
- The qualifications of recommended candidates will be subject to verification via an accredited verification agency.
- Given the employment equity policy of the Gauteng Film Commission, preference will be given to suitable candidates from the designated groups.
- Please note that if you have not received any feedback on your application within **one (1) month** after the closing date of the advertisement, you should regard your application as being unsuccessful.
- When applying, applicants should state the field of work/occupation for which they are applying in the subject line of the email.
- It is in the applicant's best interest to ensure that they comply with these instructions to ensure that their application is not disqualified on technical and compliance grounds.
- No late applications will be accepted.
- For any enquiries, kindly contact the Corporate Services Administrator **(011) 833 0409**

Disclaimer! The GFC reserves the right not to appoint.