

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the institution.  
Preference will be given to applicants from the African designated groups.**

**COLLEGE OF HUMANITIES  
SCHOOL OF ARTS  
(CENTRE FOR CREATIVE ARTS)  
PROJECT AND DEVELOPMENT OFFICER (GRADE 10)  
(THREE-YEAR FIXED TERM APPOINTMENT)  
HOWARD COLLEGE CAMPUS  
REFERENCE NO. A15/2022**

The CCA is a multi-disciplinary Arts hub within the School of Arts, College of Humanities at the UKZN. With a vision to contribute to an enabling environment for the flourishing of artistic and cultural expressions, development and exchanges, the CCA-UKZN coordinates and hosts five Landmark internationally acclaimed festivals – the Time of the Writer festival, the Artfluence Human Rights Festival, JOMBA! Contemporary Dance Experience, Durban International and Poetry Africa festival. The CCA seeks to appoint on a three-year fixed term basis, a candidate with a strong track record of working in the arts sector and with a specific focus on community engagement, training and development.

Whilst the candidate will work on supporting the Centre's varied development programmes across all the Centre's festivals preference will be given to a candidate with a strong background in the film-sector and who is able to demonstrate the qualifications, skills and ability that will be required to plan and implement the IsipHethu industry development programme aligned to the Durban International Film Festival. The successful applicant will be tasked with implementing the Centre's isiZulu Film Scriptwriting programme, International Student Film Festival and the Industry Development Programme for emerging film-makers. The successful applicant will be required to draft working budgets, plan schedules and develop programmes for the IsipHethu programme; and work towards enhancing and growing the sustainability of

the Centre's acclaimed festivals through efficient, transparent and strategic workplace performance. The successful candidate will report to the Director of the CCA and work closely with the CCA's Senior Administrator, Durban International Film Manager and the Centre's festival curators to grow audiences and increase participation in the Centre's festivals. The successful applicant must be able work on strict timelines as well as impactfully and collaboratively with the Centre's professional team and interns.

**MINIMUM REQUIREMENTS:**

- Matric plus a relevant three-year post-school qualification in the arts, education or media studies.
- Three-year relevant experience working in the arts sector and at least one of those years must be extensive work related to the film sector.
- Experience in budget planning, scheduling and project management
- Proven track record of having worked with community-based organisations and / or schools on community engagement initiatives.
- High levels skills in developing content for community engagement initiatives
- Contracts management – Engaging with artists film-makers and services providers.
- Experience in word processing and spreadsheets

This appointment will be made in line with the University guidelines/benchmarks which are available on the University Vacancies website on: <http://vacancies.ukzn.ac.za/Academic-Process-Proc-Guides.aspx>

All applications must be submitted in the Academic Applications format, found at <http://vacancies.ukzn.ac.za/Academic-Process-Proc-Guides.aspx>

Enquiries and details regarding this post, as well as the request for the job profile may be directed to Ms Nthabiseng Ralethohlane, email address: [ralethohlanen@ukzn.ac.za](mailto:ralethohlanen@ukzn.ac.za).

**Appointment to this post will be on the January 2018 Conditions of Service. The remuneration package offered includes benefits.**

**Closing date for applications is 21 November 2022.**

Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za) Completed forms may be sent to [Recruitment-humanities@ukzn.ac.za](mailto:Recruitment-humanities@ukzn.ac.za)

**Please state the advert reference number in your subject line.**

***Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.***