



Job Title:	Specialist: Project Coordinator (12 Months Contract)
Organisation:	NEMISA
Department:	Multimedia Production House
Location:	Gauteng, Parktown
Level:	5
Upward Reporting Relationships:	Manager: Production
Reference Number:	NEM-13/08/2021

MAIN PURPOSE OF JOB

To coordinate and contribute towards to the implementation of digital content production activities that will deliver against set objectives and expectations, drive revenue growth and content development.

JOB OBJECTIVES

- Works closely with interns to enable success of each project by delegating weekly/ daily tasks towards achieving completion of each project.
- Identifies and resolves risks involved with each project and keeps records of activities within each project.
- Assists production manager with scheduling, tracking and report on projects.
- Coordinates crew and resources involved in each Project.
- Assist production manager to develop project plans and resource allocation.
- Assist with scoping and monitoring projects from ingestion of brief to completion.
- Organise and set up unit status meetings.
- Monitor and ensure that all productions produced for the Institute are of high quality and uses Appropriate branding guidelines.
- Ensure that the production complies with health and safety regulations, union requirements, copyright laws, and insurance terms.
- Client liaison (quoting, invoicing, onboarding, maintenance of account).
- Ensure clients are consistently informed of all developments or status of each project.
- Compiles and updates client database.
- Contributes to client acquisition strategy.
- Prepare quotations and invoices for each job.
- Develop production budgets and ensure productions remain within scope.
- Work within the working budget agreed to with the Production manager.
- Determine, update and effect changes to the budget where required.
- Report on any change or risks to project budget.
- Track and quote advertising space.
- Update rate card where necessary
- Ensure profitability with each project.
- Assist with completing procurement and Finance forms.
- Ensure that the business unit complies with all policies and practices as prescribed by the Institute,

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Non-Executive Directors: Ms Molebogeng Leshabane (Chairperson); Ms Tobeka Buswana; Mr Melvyn Lubega; Mr Lionel Adendorff; Ms Nomonde Hlatshaneni; Prof Christian Adendorff; Ms Bongobele Filana
 Executive Directors: Mr William Trevor Rammitlwa (CEO)
 Company Secretary: Ms Fahmida Valla

Reg no. 98/14825/08

- and relevant legislation.
- Monitor performance of the OTT platform.
- Schedule online and social media campaigns
- Track advertising space requests from clients.
- Report using the below platforms: Google analytics, AdSense, HubSpot and Others.

Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.

Level of Education:

Minimum:

- National Diploma in Media Production or similar or equivalent

Ideal:

- Bachelor's Degree in Media Production or similar or equivalent

Job related Work Experience

Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.

Minimum:

- Proven work experience within digital media
- 2-3 years' experience in project coordination

Ideal:

- 4 years' experience in project coordination.

Job related Knowledge

Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.

- Knowledge and understanding of production methods, technology and best practices
- Knowledge of suitable venues and locations for production
- Knowledge of general concepts of advertising
- Knowledge of Project coordination techniques
- Client services knowledge required

Job related skills

Job-related skills are typically gained through formal or informal training programs. (This exclude programs through which Formal Qualifications are attained. Skills refer to how to do things. They are demonstrated in the application of techniques and procedure.

- Computer literate (MS Office)
- Project coordinating software (Microsoft planner, Monday.com and MS Teams)
- Mailers
- Analytical thinking
- Excellent verbal and written communication skills
- Presentation skills for the pitching of production ideas and projects
- Negotiation skills

Important note:

- Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to: specialistprojectcoordinator@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.

- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **20 August 2021 (16:00pm)**.

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.