



### **Multi- Media Intern (12 Months Contract)**

The above mentioned position is available in the Heritage department at Robben- Island Museum. The purpose of the job is to assist to record and edit all audio-visual material and to ensure the safe keeping of material and maintenance of equipment.

#### **General Duties**

- Assist to document all interviews;
- Assist to develop a database and maintain records of all audio and visual footage;
- Assist to digitise audio and video footage.

#### **Requirements:**

- Degree/Diploma in Audio-visual technology or equivalent;
- Filming experience;
- Knowledge of design and editing programmes;
- Knowledge of audio and visual programme.

#### **Key Competencies:**

- Attention to detail;
- Planning and organising;
- Oral communication;
- Team dynamics;
- Problem solving;
- Excellent organising skills.

RIM is an EE, AA, employer and reserves the right not to make an appointment if suitable candidate(s) are not found. Forward a detailed CV, accompanied by Certified Copies your ID and Qualification Certificates as well as Contactable Referees, to [recruitment@robben-island.org.za](mailto:recruitment@robben-island.org.za) or by no later than **22 February 2018**.

Note: If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10MB:

Enquiries : Azania Landingwe  
Tel : 021 413 4229  
E-mail : [azania@robben-island.org.za](mailto:azania@robben-island.org.za)

**01 November 2017**

**Employment Reference: Boiketle Monica Stephen**

**Ms Boiketle Monica Stephen, ID: 9309190101085 was employed by Robben Island Museum on a two-year Internship program from 01 November 2015 until 31 October 2017.**

**She holds a B Tech in Human Resources Management from CPUT which she obtained in 2016**

**Boiketle has excelled in the role of HR Intern and was commended by those who received HR services from her for the quality of the HR service.**



**Ms Stephen is responsible to give support to Recruitment, Training and Development, HR Benefits, and Employee Relations provide administrative and secretarial support to all the functions performed in the HR department.**

**Her performance can be rated as above average and she excelled in the different aspects associated with Recruitment process. She is also able to build positive working relationships with her customer base.**

**Ms Stephens's main strengths lie in her dedication and commitment to her work.**

**I would recommend Ms Boiketle Stephen for employment in the field of Human Resources and would re-employ her should the opportunity arise.**

**I wish her all the best in her future Ventures.**

**Ms Azania Landingwe  
Recruitment Officer  
Robben Island Museum**



<b>Level</b>	<b>Description</b>	<b>NQF Category</b>
NQF: One	<ul style="list-style-type: none"><li>Grade four to Grade Nine (Standard two to Standard Seven)</li></ul>	GET - General Education and Training
NQF :Two	<ul style="list-style-type: none"><li>Grade Ten (Standard Eight)</li></ul>	FET - Further Education and Training
NQF: Three	<ul style="list-style-type: none"><li>Grade Eleven (Standard Nine)</li></ul>	FET - Further Education and Training
NQF: Four	<ul style="list-style-type: none"><li>Grade Twelve (Standard Ten / Matric)</li><li>Trade Certificate</li></ul>	FET - Further Education and Training
NQF: Five	<ul style="list-style-type: none"><li>National Certificate National Diploma</li><li>Occupational Certificate</li></ul>	HET: Higher Education and Training
NQF: Six	<ul style="list-style-type: none"><li>Bachelors Degree (Three Years)</li><li>Higher Diploma</li></ul>	HET: Higher Education and Training
NQF: Seven	<ul style="list-style-type: none"><li>Honours Degree</li><li>Post Graduate Certificate</li></ul>	HET: Higher Education and Training
NQF: Eight	<ul style="list-style-type: none"><li>Doctorate</li><li>Masters</li></ul>	HET: Higher Education and Training