



national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE DIRECTOR-GENERAL

GRAPHIC DESIGNER

Remuneration Package R316, 791 per annum (Excl. benefits)

Reference: (Ref. S091/2020)

Pretoria

The incumbent will be required to: Assist with conceptualisation, design and layout of publications for both print and electronic mediums as well as photography and desktop publishing.

Qualifications and experience requirements: National Diploma or Bachelor's Degree in Graphic designing or Visual Communications • A minimum 2 years' agency or in-house design studio experience.

Some key outputs include: **Conceptualisation:** Interpret design briefs, generate ideas and create concepts for optimum solutions to design problems and needs of the department **Design and layout:** Take direction from written or spoken ideas/concepts/briefs and convert them seamlessly into high-impact/meaningful designs/communications • **Electronic Medium** - Assist with the layout, design and branding of Treasury and Ministry electronic publications and other elements such as eNewsletters, embedded and/or HTML email communiqués, photo and video editing, motion graphics, web design, audio-visual, Microsoft Word and PowerPoint templates, etc. • **Print Medium** - Assist with the layout, design and branding of National Treasury and Ministry print publications & other elements such as newsletters, posters, booklets, annual reports, strategic plans, corporate ID development, logo designs, adverts, etc. **Photography and videography:** Manage a weekly diary of NT events in order to take pictures at those events • Take quality photos and videos at departmental events • Edit photos and video footage captured and properly save and archive **Communication Projects and Events:** Assist with recurring and ad hoc National Treasury projects and events.

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by the newly amended a fully completed Z83 (non-negotiable) comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be considered. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful.



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Applications may be sent via e-mail to Recruit.OMIN@treasury.gov.za

Closing date: 12 March 2021 at 12:00pm

Please note: Applications must be submitted using the newly implemented Z83 form obtainable on the National Treasury website career page as well as the Department of Public Services and Administration vacancy page. Please note that should you not use the newly amended Z83 and complete it in full, the department reserves the rights to disqualify your application. We only accept applications sent via email to the mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.

Please also ensure that you read the full advert for guidance on how to send your applications.

For further information regarding the positions please visit our careers page: <http://www.treasury.gov.za/careers/default.aspx> or contact: Human Resources on 012 315 5100, follow the voice prompts and press number 2.

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