



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: MARKETING AND COMMUNICATIONS		
10 March 2021		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
CS: 13/2021	GRAPHIC DESIGNER ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R317 555.00 – R476 333.00	1

MICT SETA seeks to employ a suitably qualified and competent **Graphic Designer**, the successful incumbent will be responsible for delivering consistent and effective concepts, design and art direction across a variety of media, including advertisements, brochures, corporate reports, website, digital media and social media materials, all print media, publications, brand awareness, newsletters, DVD and CD packaging, educational materials and marketing collateral. This position is a creative role that assists the MICT SETA to consistently reflect the company's brand identity.

The successful incumbent will be based at Midrand Head-office and report to the **Manager: Marketing and Communications**.

This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

MINIMUM REQUIREMENTS:

- Diploma in Graphic Design/Visual Communication or equivalent
- At least 3 years of Design/ Desktop Publishing experience.
- Certificate: Desktop Publishing and Computer Art (Added Advantage)
- Conceptualisation and design of client briefs (Advertising experience preferred)

TECHNICAL COMPETENCIES

- Detail-oriented
- Design and Presentation skills
- Planning and organising
- Time Management

- Strong conceptual skills
- High-level of design, layout, and typography for a variety of mediums
- Problem Solving

BEHAVIORAL COMPETENCIES

- Artistic Creativity
- Innovative
- Good communication skills.
- Self-driven and proactive.
- Team player and function independently.
- Deadline driven.
- Organised, efficient, versatile.
- Attention to detail.
- Flexibility and adaptability
- Passionate and energetic

ROLES AND RESPONSIBILITIES

Marketing Campaigns Design

- Design layouts for organisational publications, campaigns, internal and external reports (including covers) and marketing collateral.
- Assist in the development of new campaigns, brainstorming, and execution.
- Designing layouts for campaigns and publications and facilitate sign-off by management.
- Photography of events and other materials.
- Develop all visual communication and marketing campaign elements.
- Design marketing collateral and advocacy material in collaboration with the team.

Create and Implement Corporate Identity

- Regularly updating of Corporate Identity and all entities design templates.
- Create design artwork for public relations and marketing within the MICTSETA corporate identity to maintain the required brand elements while producing innovative, effective designs.
- Design templates for PowerPoint and Poster Presentations.
- Create and edit designs/ images for the entity website, intranet, Social Media & Email communication.

Visual Production Coordination

- Create and design artwork for web and other digital media in the correct format.
- Ensure artwork is correct and supplied in the right format/sizes/colour codes before being sent for publication.
- Manipulate images and adapt submitted figures to be acceptable for digital and print publication.
- Alter/manipulate images using appropriate and applicable software for publication purposes.

- Scan photographs and other media for publications – produce photo-quality results.
- Prepare all print media, set artwork and check correct application of the logo for reproduction and printing.

Stakeholder Relations

- Working and collaborating with other Marketing and Communications employees and management.
- Communicating with internal and external stakeholders about projects progress.
- Working with external stakeholders for publications/printing and other related design stakeholders.

Knowledge

- Computer Literate: Windows and MAC operating systems.
- Knowledge of Adobe Creative Suite CS6: Acrobat, Illustrator, InDesign, Photoshop, CorelDraw, and others as required.
- Knowledge of Colour Management for accurate colour control

Application:

CVs and certified qualifications of suitably qualified persons must be forwarded to the Human Capital Division for the attention of: Mr. Bassanio Gilbert (Recruitment@mict.org.za) by no later than **23 March 2021**. Queries may be directed to 011-207-2600.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



White, Indian, Coloured and people with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.