The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution.

**APPLICATIONS**
Principal: National School of Government, Private Bag X759, Pretoria, 0001

**FOR ATTENTION**
Ms L Raseroka, HR Unit, National School of Government by hand at ZK Matthews Building, 70 Meinjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.

**CLOSING DATE**
24 May 2019

**NOTE**
Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. Shortlisted candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job. They will also be subjected to personnel suitability checks on criminal record, citizen verification, financial record checks, qualification/Study verification, previous employment verification and also extend to social media accounts to align verifications to comments/behavior by applicant. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

**OTHER POST**

**POST 16/38**
**GRAPHIC DESIGNER: INTERNATIONAL, SPECIAL PROJECTS & COMMUNICATIONS**
**REF NO: NSG 08/2019**

**SALARY**
commencing at R257 508 per annum (Level 07) plus competitive benefits cost to company.

**CENTRE**
Pretoria

**REQUIREMENTS**
Appropriate B Degree/equivalent in Graphic Design or Information Design Experience: 1 – 3 years' experience in graphic designing. Competencies/Skills: Competence on a variety of graphic design platforms and applications. Excellent communication and interpersonal skills. Attention to detail and practical problem solving. Advanced creative and artistic skills to turn clients' ideas into workable plans. Basic project management skills. Advanced Technical Skills. Good computer literacy skills. Knowledge: In depth knowledge of delivery of graphical design support services. Understanding of the relevant legislative frameworks in the Public Service. Understanding of the public service and spheres of government will be advantageous. Knowledge of open source technologies. Expert knowledge of design, usability and interactivity. A commitment to keep up to date with technology. Personal attributes: Independent, dynamic, self-confident, team worker, strong on self-direction, self-starter with client-focused attitude. Demonstrate good interpersonal skills and demonstrate flexibility and ability to adapt to changes. Results oriented and able to work well under pressure. Ability to meet tight deadlines whilst delivering excellent results. Ability handle multiple
and competing priorities. Flexibility and willingness to work overtime when necessary.

**DUTIES**

Graphic design services to all business units. Meet with clients or the DD: Communications to determine the scope of a project; e.g. design a poster for a business unit. Implement graphic design styles for multi-mode learning materials and corporate communication materials in line with GCIS regulations and guidelines; Design production and graphics layout. Conduct product verification from service providers and forward for approval by the manager. Interpret concept brief and create appropriate design. Determine the message the design should portray. Creative writing to support design (Crafting tag line messages, developing messages supporting the graphics, developing catchy phrases for captions and others). Design and layout weekly newsletters. Create Social Media products and edit Video content. Ensure that all graphic design elements, pictures, diagrams, artwork and symbols promotes representivity and inclusivity, are gender sensitive and free of bias in terms of race, class disability, culture, religion and geographical location; Select colours, images, text style, and layout (typesetting), Develop graphics for product illustrations, logos, and websites. Support the design and layout of additional materials such as brochures and posters to promote the NSG’s programmes and corporate communication interventions, Update, upload and maintain information on the NSG website & intranet. Working with other units to understand the design concept and advising on how it can be implemented technically; liaise with external stakeholders and graphic design specialists. Present the design to clients or DD: Communications. Incorporate changes recommended by the clients into the final design. Develop graphic manuals and guidelines and provide advice. Create branding manuals and guidelines. Provide support for projects and advise on graphic design tasks to the department. Product research on new trends in software for graphics designing, new developments etc. Provide advice on equipment, software and hardware required in graphic designing; assist with other technical and administrative duties as required. In terms of the employment equity targets, priority will be given to African Males, Coloured Males and people with disability.

**ENQUIRIES**

Ms D Mokgokolo Tel No: (012) 441 6343
In connection with the applications kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017.