

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The Department of Women, Youth and Persons with Disabilities hereby invites applications from suitably qualified and interested individuals to support and strengthen internal capacity in order to deliver on the European Union (EU) Business Plan to improve the capabilities of the South African State to be Gender-Responsive

- APPLICATIONS** : Forward your application, stating the relevant reference number, to- The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr Shalen Gajadhar
- CLOSING DATE** : 08 April 2022 at 16:00
- NOTE** : Applications must be submitted on the new Z83 form, which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. Each application for employment form must be duly signed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit copies of qualifications, identity document and drivers licence (where applicable) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the Department regarding the requirements for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may 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 shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subject to security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and will only collect, use, and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

OTHER POSTS

- POST 11/81** : **GRAPHIC AND MULTIMEDIA DESIGNER: REF NO:**
DWYPD/GMD/002/2022
(3 Year contract until 31 March 2025)
- SALARY** : R523 676 per annum (all inclusive)
- CENTRE** : 36 Hamilton Street, Arcadia, Pretoria
- REQUIREMENTS** : Recognised NQF level 6/7 in Graphic Design/ Fine Arts/ Digital Design, or any other equivalent and related field of study recognised by SAQA. Minimum of 3 years' experience. Public Sector Experience will be advantageous. Must be proficient in Adobe CS Suite 2021/2022, on Apple IOS. Must be proficient in vector work, design and layout, working on large documents, and able to prepare files for print or web optimisation. Must be able to record, and do photo,

video and audio editing. Must be able to work with Canon and Nikon cameras. Some knowledge of any of the following tools is an added advantage: Dreamweaver, Fireworks, HTML and CSS / Flash /JavaScript. Knowledge of CMS and back-end on websites for management of content. Exposure to and experience in any of the following formats will be beneficial but not a requirement: Web and micro-sites, digital media (banners), mobile and Apps and user navigation. Exceptional creativity and innovation. Excellent time management and organisational skills. Accuracy and attention to detail. Professional approach to time, costs and deadlines. Must be able to demonstrate a portfolio of graphic design work, video and audio editing, as well as photography portfolio.

DUTIES

: Render Multimedia Design and Graphic Design support to the department Develop Posters, brochures, booklets and similar print material; social media artwork (banners, invites, programme design, infographics etc.). Audio and Video Production and Editing to be able to package multimedia content for online platforms, including mobile devices. Develop, edit, copy write for internal publications, including newsletters for the department. Develop technical specifications for service providers to print materials and produce marketing collateral like banners, etc. Render branding and photography, as well as social media content services in support of events of the department. Ensure projects are completed in a timely manner with a quality product. Advise best practices and optimizations throughout design projects. Collaborate with service providers to develop new approaches for creating more-expressive graphics for the organisation. Manage multiple projects within design specifications and budget restrictions. Determine voice and messaging for graphic design pieces. Quality assure design for errors. Implement feedback and changes whenever possible. Create visualizations that convey accurate messaging for the project. Photography for all units in the department. Editing and managing photo libraries. Updating content to the website

ENQUIRIES

: Mr Shalen Gajadhar Tel No: (012) 359 0300