

JOB ADVERT

Transport Education Training Authority

Corporate Services Unit

Multimedia and Graphic Designer (Contract)

Randburg

Package: Market Related

1. KEY PERFORMANCE AREAS

1. Graphic Design

1.1. Deliver a range of print and digital creative projects such as:

- Corporate identity elements;
- Advertisements;
- Digital marketing elements;
- Videos and animations;
- Exhibition graphics;
- Brochures;
- On-demand editorial images;
- Indoor/outdoor signage and media materials;
- Promotional materials.

2. Marketing Support

- 2.1. Assist in creating professional marketing messages for internal and external marketing material;
- 2.2. Contribute to brainstorming/idea generation sessions;
- 2.3. Assist in marketing events;
- 2.4. Deliver or collect items for the marketing department.

3. Event Administration and support

- 3.1. Assist with filing administration for the marketing and communications department;
- 3.2. Assist with arranging internal communications events.

4. Digital communications

- 4.1. Update content on the website, social media page and digital communications theme designs;
- 4.2. Monitor, upload and update the career guidance portal.

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2. MINIMUM REQUIREMENTS

2.1 Experience and Qualification

- M+3 qualification in multimedia and graphic design or other related fields (digital marketing specialisation will be an added advantage);
- Minimum 2 years of experience in graphic design in a marketing, public relations or events management environment, six months of which should be in a multimedia environment;
- Portfolio of evidence will be required for shortlisted candidates. Graphic design proficiency will be practically assessed during the interview for shortlisted candidates;
- Must have built-in training in basic videography, photography, editing and production (proof or portfolio of evidence for videos produced will be required from shortlisted candidates (Technical competency assessment will also form part of the interview for shortlisted candidates);
- Drivers Licence;
- Overtime and willing to travel.

2.2 Knowledge and Skills

2.2.1 Knowledge and understanding of:

- Graphic design (marketing communications specialisation);
- Good customer service;
- Basic social media trends;
- Corporate culture protocols;
- InDesign Software (latest version);
- The apple (iMac) functionality.

2.2.2 Skills

- Communication and interpersonal skills;
- Digital marketing skills;
- Analytical skills;
- Innovative and Creative acumen.

Only applicants who meet the minimum requirements should apply by forwarding their detailed CV and cover letter clearly indicating the name of the position to recruitment@teta.org.za. All applicants will be considered in terms of TETA Employment Equity Plan. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The closing date for applications is Monday, 24 June 2019.

Should you not hear from us within 21 days of the closing date, kindly consider your application unsuccessful.

