

Job Title:	Graphic Designer
Type of Position	Permanent
Reporting to	Manager: Communications
Based:	Pretoria
Reference No:	HRREC017/24

Qualification and Experience:

Matric plus a National Diploma (NQF Level 6) in Graphic Design/Visual Communication or equivalent. Certificate: Desktop Publishing and Computer Art (Added Advantage). Minimum 3 years' experience in Design/ Desktop Publishing experience. Conceptualization and design of client briefs (Advertising experience preferred). Flexibility in working hours will be required to meet demands of the role. Valid driver's License.

Knowledge and Skills

Microsoft Office Suite – Intermediate. Sound knowledge of the public sector and its regulatory and legislative framework. Good understanding of marketing software. Good understanding of social media. MS Office (MS Excel, MS PowerPoint). Knowledge of Adobe Creative Suite CS6: Acrobat, Illustrator, InDesign, Photoshop, CorelDraw, and others as required. Knowledge of Colour Management for accurate colour control. Design and Presentation skills. Planning and organising. Time Management. Verbal and Written Communication. Strong conceptual skills. High-level of design, layout, and typography for a variety of mediums. Video editing, recording and photography. Social media creative content production.

Key duties and responsibilities

1. Graphic 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.

- Interpret briefs and develop creative artwork.
- Design artwork from the creative brief.
- Ensure adherence to NAMC's brand identity and guidelines.
- Conceptualise the brief using existing/new templates, formats, applicable software and develop material which adheres to agreed deadlines.
- Preparing art mock-ups and presenting to management before finalising design/concept.
- Editing proofs to provided specifications and getting signoff/approval before finalising the artwork.
- Coordinate design, presentations, approvals and all visual aspects of production.
- Manage design projects from brief to final output.
- Work on multiple briefs at the same time.
- Plan, organise, prioritise and accomplish design work requirements.
- Maintain a database/library/archival system of all design materials, presentations and other publications.

2. Corporate Identity

- Regularly updating of Corporate Identity and all entities design templates.
- Create design artwork for public relations and marketing within the NAMC 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, portals, social media and Email communication.

3. 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.

4. Client 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.

To apply for the position, please forward the relevant Job Application Form which is available in our website and CV to hrrecruitment@namc.co.za closing date: **15 November 2024 @ 16H00. NB. Please use the reference number as the subject when applying.** If you have not been contacted within three months of the closing date, please note that your application was unsuccessful. People with disabilities, Indian, White or Coloureds are encouraged to apply. Short-listed candidates will be subjected to reference checks and qualification verification.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer “personal information” shall be defined as outlined in the POPIA.

Please visit www.namc.co.za, for further enquiries call 012 341 1115. The NAMC reserves the right to withdraw, amend or not fill the position.