

Job Title:	Junior Graphic Designer (1 Year Fixed-Term Contract)
Organisation:	NEMISA
Department:	Office of the Chief Executive Officer
Location:	Gauteng Parktown
Salary Range:	Level 5, Notch 1
Upward Reporting Relationships:	Marketing Officer
Reference Number:	NEM06/17/04/2019

MAIN PURPOSE OF JOB

Conceptualising, and designing for print and digital communication, as well as looking out and implementing the company's general image/ branding internally and externally

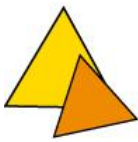
JOB OBJECTIVES

- Update website content and graphics, designing.
- Upgrades site by updating content and graphics; monitoring performance and results; identifying and evaluating improvement options; introducing new technology; maintaining links.
- Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventative maintenance; calling for repairs.
- Assist in the management and monitoring of social media platforms.
- Maintain social media reporting and analytics.
- Provide input into quality graphic design templates within the Institute
- Ensure that the business unit complies with all policies and practices as prescribed by the Institute, and relevant legislation
- Monitor and ensure that all designs and graphics produced for the Institute are of high quality and uses appropriate templates, symbols, colours and branding.
- Maintains site appearance by developing and enforcing content and display standards; editing submissions
- Updates job knowledge by participating in educational opportunities; maintaining personal networks; participating in professional organizations, policies and related legislations.
- Represent and participate in the Institute's committees and/ or task teams
- Build inter-business unit relationships to support the execution of operations

Reg no. 98/14825/08

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545, Auckland Park, Johannesburg 2006,
www.nemisa.co.za

Non-executive Directors: Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhalihi; Mr Lucas Mello
Executive Directors: Mr Phuti Phukubje (Acting CEO); Mr Thilivhali Ramawa (CFO)
Company Secretary: FluidRock Advisory (Pty) Ltd (Acting Company Secretary)



Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.

Level of Education:	Minimum: <ul style="list-style-type: none">National Diploma or Bachelor's Degree in Graphic Design/ Web Design or Communications	Ideal: <ul style="list-style-type: none">Bachelor's Degree in Graphic / Web Design or Communications or equivalent qualification
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Job related Work Experience

Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.

Minimum:

- 1-2 years' experience in Marketing, Design and Communications

Ideal:

- 2-3 years' experience in Marketing, Design and Communications

Job related Knowledge

Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.

- Knowledge of graphic design and typography software
- Knowledge of print layout and design
- Knowledge of web development
- Knowledge of web development software
- Working knowledge of Adobe Suite (Photoshop, Illustrator, InDesign), WordPress, HTML, CSS, Office Suite (Word, Excel, PowerPoint)

Competency requirements

- Computer literate (MS Office)
- Web Programming skills
- Teamwork
- Internet/ social presence
- Creative and innovative thinking
- Verbal and written communication skills
- Presentation skills

Important note:

- Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to: jgraphicdesigner@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY**
- Closing Date: **2 May 2019 (16:30 PM)**.



We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.