

# Department of Tourism

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

**APPLICATIONS:** Applications, quoting the relevant reference number must be forwarded for the attention of **Mr E Masindi** to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

**CLOSING DATE:** 11 August 2017 at 16h30 (E mailed, faxed and late applications will not be considered)

**NOTE:** In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. This is an OSD (Occupational Specific Dispensation) position. Appointment and salary will be determined by the number of years of appropriate/recognisable experience in the relevant field.

**POST:** **ASSISTANT DIRECTOR: GRAPHIC DESIGN SERVICES (NDT 14/2017)**

**SALARY:** R 334 545 per annum (Total inclusive package of R 470 774 per annum /conditions apply)

**CENTRE:** Pretoria

**REQUIREMENTS:** An appropriate recognised Bachelor's Degree/ National Diploma or equivalent qualification in Graphic Design. At least 2 years' experience in a graphic design field. **Job Knowledge:** Must be proficient in the use of an Apple Macintosh computer; Must be proficient in Adobe illustrator, Photoshop and InDesign (Web and 3-D skills will be an added advantage). Must have the ability to develop creative and innovative design concepts. **Competencies required:** Strong design skills and thorough knowledge of reprography and printing; Good organisational and communication skills; The ability to work under pressure and meet deadlines; The ability to multi-task and manage priorities in a fast-paced environment and should be highly motivated with an eye for detail.

**DUTIES:** The successful candidate will report to the Deputy Director: Internal Communications and Graphic Design Services and his/her duties will primarily be to collaborate with the manager on the overall look and feel for all design products. Work as a graphic designer on various products as per brief. Conceptualise and handle visual execution of all design briefs. Handle creative jobs from concept through to print. Provide comprehensive briefs to photographers. Liaise with reproduction houses, advertisers and printing companies on production. To present concept to client for approval. To obtain photographs, logos and other required graphics.

**NOTE:** Applicants must also submit **ONLY** their portfolios on compact disk or email to [jmokou@tourism.gov.za](mailto:jmokou@tourism.gov.za) (not bigger than 3MB)



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**ENQUIRIES:**

Mr T Koena, Tel. (012) 444 6154



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