

ADVERTISEMENT

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 to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.

CLOSING DATE: 11 September 2026 by 16:30 (Late applications will not be considered)

NOTE: Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to the disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Applicants in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

POST: **GRAPHIC DESIGNER (REF NO: DT54/2026)**

SALARY: R 413 001 per annum (Level 08), excludes service benefits

CENTRE: Pretoria

REQUIREMENTS: A recognised NQF 6 qualification in Graphic Design or an equivalent relevant qualification with a major in Graphic Design. Three (3) years relevant experience in a graphic design environment. Proficient in the use of Apple Mac Computer, Adobe InDesign, Illustrator, and Photoshop. Web, 3-D, and basic animation skills will be an added advantage. Knowledge of government corporate identity, especially brand management. Knowledge of graphic design, the latest trends, and relevant production processes. Knowledge of appropriate bodies and organisations in the field of corporate identity management. Knowledge of basic management principles and practices. Good knowledge of government processes and relevant legislation. Knowledge of

government supply chain processes and the Public Finance Management Act. Strong design skills and thorough knowledge of designing for different platforms, including print, digital, and social media. Ability to develop creative and innovative design concepts. Ability to develop work from concept through to final product. Develop the overall layout and production design for advertisements, brochures, magazines, and strategic documents. Good organisational and communication skills. Liaising with production houses, advertisers, and printing companies on production. Conceptualisation and handling the visual execution of all design briefs. Project management skills on handling creative jobs from concept through to final product. In-depth understanding of developing comprehensive creative briefs. A valid driver's licence (Persons with disabilities that prevent them from driving will still be considered).

DUTIES:

The successful candidate will be responsible for the design and layout a variety of communication products (both digital and print), including social media infographics from conception to completion; Preparing and package final artwork into print-ready or digital-ready formats, ensuring compliance with technical specifications; Developing innovative and visually appealing design concepts in line with creative briefs; Presenting proposed concepts to clients for feedback and approval; Sourcing or request high-quality photographs, departmental logos, and other necessary graphic elements; Implementing the designing of brochures, reports, banner and other outsourced graphic design projects; Monitoring and overseeing departmental design work undertaken within the allocated communications budget by external service provider/ consultants; Liaising with the Director and client to obtain sign-off on final designs, including presentation of concept designs; Providing advice on Government and Departmental Corporate Identity & Branding; Interpreting and apply the Government Communication and Information System (GCIS) Corporate Identity (CI) and Branding Manual and Departmental CI manual across all visual products; Providing guidance to internal clients on the correct use of logos, font, colours, and graphic design standards; Supporting the alignment of design outputs with the Departmental strategic objectives and branding positioning; Reviewing design work from internal and external sources for CI compliance before approval and dissemination; Assisting in updating templates, layout styles, and branding elements for consistency and professional visual identity; Collaborating with Communications and Marketing teams to reinforce a cohesive brand image across platforms; Offering creative input during concept development for campaigns, events, and publications, ensuring branding integrity; Monitoring evolving trends in public sector branding and advice on innovations within the confines of CI protocols; Organising and maintaining digital files in a structured and easily retrievable manner across departmental backup drives; Archiving all final design files and editable versions using standardised file naming and folder structures; Performing regular antivirus scans and system checks to safeguard equipment and design assets; Periodically clean and optimise hard drives by removing redundant or outdated files; Making informed recommendations for the purchase or upgrade of relevant design software and hardware; Design and layout of the departmental internal newsletter; Developing visual concepts that reflect the theme and objectives of each internal newsletter edition; Ensuring layout adheres strictly to the department's Corporate Identity (CI) guidelines; Liaising with the editorial team to receive final content and confirm deadlines; Creating engaging and reader-friendly designs for both digital and print versions; Incorporating creative visual elements such as infographics, icons or, staff highlights to enhance storytelling; Preparing and submit layout draft to the Communications team or client for review and feedback; Finalising and package the newsletter into formats suitable for intranet, email and mobile-friendly digital distribution.

EE REQUIREMENTS:

Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

APPLICATIONS:

Recruitment5426@tourism.gov.za

ENQUIRIES:

Mr S Halama, Tel. (012) 444 6606

NOTE:

Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment