

V A C A N C Y

Assistant Manager: Graphic Design and Digital Marketing

Reference: PPSA 07/01/2024, Location: Pretoria, Head Office

All –Inclusive Package: R424, 104.00 – R496, 467.00 per annum plus benefits

Minimum Requirements:

A recognized three - year Bachelor's Degree/National Diploma in Graphic Design/Multimedia/Videography/Photography/Visual Communication • A minimum of 3 years relevant experience • Proficiency in PC software (ADOBE InDesign, Photoshop, Illustrator, CorelDraw), and PC based hardware • Proficiency in audio-visual and editing programmes: Adobe Premier Pro, After Effects, Pro Tools, Audacity • Must be computer literate • Full understanding of all social media platforms • A valid driver's license is essential •

Competencies and skills:

• Computer literacy • Excellent communication skills both written and verbal • Analytical skills and pay attention to details • Creativity • Ability to maintain a high level of confidentiality • Basic knowledge of copyright restrictions • Demonstrating outstanding ability to correspond with colleagues, internal and external customers • Ability to manage many tasks at once and work against short deadlines • Ability to act independently and in a team • Ability to maintain high ethical standards, showing honesty & fairness in dealing with others and is reliable • Ability to work under pressure and also to work outside of the normal working hours • Ability to do self-training in new design software • Knowledge of design trends • Flexible and adaptive •

Duties:

Develop professional creative concepts for PPSA publications such as the Annual Report; Annual Performance Plan; Strategic Plan; Internal Newsletter; external newsletter and educational material such as brochures; infographics; posters and booklets. Design and layout of artwork for brand touchpoints; promotional items, vehicle branding and marketing collateral complying with PPSA Corporate Identity Manual and related principles • Liaise with printers on the production of all institutional branding and publications • Manage multimedia content, including photographs, videos and digital platforms • Develop interactive graphics for PPSA social media • Develop creative concepts for institutional campaigns, projects, events and exhibitions • Manage PPSA online and digital branding • Contribute to the creation of creative marketing campaigns across social media, the PPSA website, email and all other digital platforms • Drive PPSA brand awareness and lead generation through digital channels • Use digital platforms like blogs, social media, websites, email marketing and online display ads to generate leads and advertise PPSA services, information and products • Maintaining the PPSA brand's online presence •

Enquiries: Ms L Motlhabi on tel. (012) 366 7103

Note: All appointments will be done in terms of the Public Protector Act and a 12 month probation period which may be extended to 18 months will be applicable. The successful candidates will be expected to sign the secrecy declaration form and a performance agreement within 2 months of accepting the position.

All successful candidates will have to undergo security clearance and vetting.

The Public Protector South Africa reserves the right not to fill the vacancy.

Applications must be accompanied by a covering letter with a detailed CV, 3 contactable references, recently certified (within 6 months) copies of qualifications (matric certificates, certificates of qualifications), a valid Driver's License (where required) and ID document.

Applications not complying with the above will be disqualified.

Correspondences will be limited to the short-listed candidates. Should you not be contacted within 2 months, please consider your application to be unsuccessful. The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability).

Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representivity in the Institution.

Please direct your application, stating the relevant reference number as follows:

For the attention of **Ms. L Motlhabi** by email to Applications01@pprotect.org

CLOSING DATE: 02 FEBRUARY 2024 @ 16:30



0800 11 20 40 / 012 366 7000



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