



**cocta**

Department:  
Co-operative Governance and Traditional Affairs  
PROVINCE OF KWAZULU-NATAL

## **BUSINESS UNIT: CORPORATE SERVICES**

### **DIRECTORATE: CORPORATE COMMUNICATION**

**POST TITLE: SENIOR COMMUNICATION OFFICER: VIDEO GRAPHER**  
**SALARY: R281 418.00 PER ANNUM**  
**CENTRE: PIETERMARITZBURG**  
**REFERENCE: 1/2018 (CC)**

#### **REQUIREMENTS:**

The ideal candidate must be in a possession of a National Diploma in Video Technology and coupled with 1-3 years' experience in Videography.

#### **ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

The successful candidate must have:- ■ Sound knowledge and understanding of Public Service Acts and Policies ■ Knowledge of video production, editing and video camera operation ■ Knowledge of video editing and editing software and hardware ■ Knowledge of video camera and lighting technique ■ Knowledge of video duplication technology and script writing for video ■ Knowledge of Digital assets management and project management ■ Knowledge of corporate identity ■ Knowledge of Communication Policy and Internal communication ■ Knowledge of Digital Asset Management ■ Knowledge of graphic composition ■ Listening and interviewing technique skills ■ Operating advanced video equipment skills ■ Presentation, writing, design and layout skills ■ Leadership, problem solving and decision making skills ■ Good communication skills (verbal & written) ■ Good computer literacy in MS office ■ A valid drivers licence.

#### **KEY RESPONSIBILITIES:**

The successful candidate will be required to provide high quality videography and edited inserts for the department with the following responsibilities: ■ Conduct video prep and production work ■ Conduct video post-production work ■ Archiving, logging and supply of footage ■ Provide proper care of the camera equipment and its accessories to ensure its longevity ■ Provide general administrative support for the unit.

**POST TITLE: SENIOR COMMUNICATION OFFICER: GRAPHIC DESIGNER**  
**SALARY: R281 418.00 PER ANNUM**  
**CENTRE: PIETERMARITZBURG**  
**REFERENCE: 2/2018 (CC)**

#### **REQUIREMENTS:**

The ideal candidate must be in a possession of a Bachelor's Degree/National Diploma with desktop publishing, internet publishing or graphic design certificate will be an added advantage and coupled with 3 years' experience in DTP/Graphic Designing.

#### **ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

The successful candidate must have:- Experience in Adobe In Design, Adobe Illustrator, adobe Photoshop, Flash, Microsoft PowerPoint, Microsoft Excel, Microsoft Word ■ Sound knowledge of design, print, writing and advertising ■ Knowledge of Desktop publishing ■ Knowledge of Public Service Acts and Policies ■ Knowledge of communication Policy and internet communication ■ Knowledge of project management ■ Knowledge of the generic management processes ■ Time and project management skills ■ Writing, design and layout skills ■ Listening and presentation skills ■ Decision making and problem solving skills ■ Leadership skills ■ Project management skills ■ Good communication skills (verbal & written) ■ Good computer literacy in MS office ■ A valid drivers licence.

#### **KEY RESPONSIBILITIES:**

The successful candidate will be required to provide a graphic design/ desktop publishing service for the Department with the following responsibilities: ■ Prepare design and layout of Departmental and interdepartmental publications, books and information packages for both internal and external publications ■ Design, procure, erect and mount displays at all departmental events and functions ■ Design and produce invitations, pamphlets, calendars, certificates, posters and general paraphernalia for the department ■ Deliver and maintain a consistently high standard of quality ■ Provide general administrative support for the unit.

**ENQUIRIES: MS N NDLOVU**

**TELEPHONE: (033) 897 5890**

#### **NOTE TO APPLICANTS:**

Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify candidates.

**APPLICATIONS TO BE POSTED TO: The Chief Director, Human Resource Management and Development, Department of Co-operative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or HAND DELIVERED TO: 330 Langalibalele Street, Pietermaritzburg for the attention of Mr LA Nyilenda, Closing date: 02 February 2018 (Applications received after this date will not be accepted).**

**NOTE:** Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted.

Should candidates not receive any response from us within three months of the closing date, please accept that your application was unsuccessful.

**The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled people.**

