

**AUGUST 2020**

**GUIDELINES TO APPLICANTS**

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email or logging on to the NHLS career page <http://careers.nhls.ac.za> (I-Recruitment), quoting the reference number and the job title.
2. Response Email addresses of the relevant HR representative and or Region is supplied at the end of each regional adverts. The onus is on the applicant to ensure that their application has been received. Incomplete applications and applications received after the closing date will not be considered.
3. Any credentials of the contract of employment will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification; social media accounts behavior/comments verifications, competency/psychometric assessments, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All health professional roles may be subjected to further assessment in line with the applicable matrix to determine the correct level.
5. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
6. Correspondence will be limited to shortlisted candidates only.
7. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
8. Successful applicants will be remunerated on the published scale associated with the grade of the post. This means that the remuneration of an applicant who is successful for a position that is lower than his/her current job grade will be adjusted downward with effect from the date of appointment.
9. External applicants shall be responsible for all expenditure related to attendance of interviews.
10. This is an open bulletin, External applicants are welcome to apply for this bulletin.

**CLOSING DATE: 01SEPTEMBER 2020**

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BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: GRAPHIC DESIGNER (RE-ADVERTISEMENT) (AMENDMENT)  
PAY GRADE: C2  
REFERENCE NUMBER: NICD0820/001-01

**To create and design visual concepts, using computer software, to communicate ideas that inspire, inform or captivate audience.**

#### Key Job Responsibilities

■ Create designs, concepts and sample layouts based on knowledge of layouts principles and aesthetic design concepts ■ Draw and prints charts, graphs, illustrations and other artwork using computer ■ Confer with clients to discuss and determine artwork and layouts design ■ Develop graphics and layouts for products illustrations, company logos, intranet and internet websites ■ Co-ordinate inputs, edit and proof read the organisations internal publications ■ Project manage and co-ordinate logistics for the NICD Annual Report ■ Meet with clients to determine the scope of a project, advise on strategies to reach a particular audience and present designs to clients ■ Assist in the management of the institutes research outputs.

#### Minimum Requirements and Key Competencies

■ 3 year Diploma in Graphic Design or related / similar qualification with a portfolio of evidence or BA Degree in Communication / Journalism, Media Studies, English ■ Editorial experience in science/health sector (desirable) ■ 3 to 5 years Graphic design and studio work experience ■ Experience in multi-media and Scientific editing (desirable) ■ Preparing artwork for printing [CMYK&RGB] ■ Graphic design packages - InDesign, Corel Draw, Free hand ■ Ability to design from conceptualisation to final product ■ Adherence to Corporate Identity Guidelines ■ Creative thinking ■ Deadline driven ■ Customer focused ■ Graphic, layouts and procurement skills ■ Ability to interpret a brief ■ Have design integrity ■ Attention to detail ■ Ability to work independently ■ Presentation skills ■ Artistic skills.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)