



Vacancy at the SANC

The South African Nursing Council (SANC) is the body entrusted to set and maintain standards of nursing education, training and practice in the Republic of South Africa. It is an autonomous, financially independent, statutory body, initially established by the *Nursing Act, 1944* (Act No. 45 of 1944), and currently operating under the *Nursing Act, 2005* (Act No. 33 of 2005).

The SANC currently has the following vacancy, and candidates that meet the requirements as provided are invited to apply:

POSITION: GRAPHIC DESIGNER

EXTERNAL ADVERTISEMENT

DATE OF ISSUE	: 20 OCTOBER 2024
DEPARTMENT	: COMMUNICATION AND MARKETING
POSITION	: GRAPHIC DESIGNER
REFERENCE NUMBER	: GD/001/09/2024
REMUNERATION	: R R809 648,77 TOTAL COST TO COMPANY (TCTC) PER ANNUM
TERMS OF APPOINTMENT	: PERMANENT
CLOSING DATE	: 08 NOVEMBER 2024

MINIMUM REQUIREMENTS

(NOTE: YOUR CURRICULUM VITAE, AND WHERE REQUIRED SUPPORTING DOCUMENTS, NEED TO PROVIDE INFORMATION ABOUT THE BELOW REQUIREMENTS):

- Grade 12.
- National Diploma/Degree in Graphic Design/ Multimedia design or relevant qualification.
- Minimum of 5 years’ experience in graphic and multimedia design environment within a corporate organization, public sector or state-owned entities, or organs of state.

ADDED ADVANTEGE REQUIREMENTS

- Postgraduate qualifications in Graphic Design and Multimedia Design.
- More than 5 years’ experience in graphic and multi-media design environment within a corporate organization, public sector or state-owned entities, or organs of state.

REQUIRED KNOWLEDGE

- Online design capabilities e.g. electronic email, website, electronic newsletters, intranet, etc. essential.
- Multi-media design e.g. videos, screensavers, intranet, websites, etc. essential.
- Annual Report design.
- Relevant computer design software, specifically Adobe Design. Illustrator, etc.
- Relevant brand knowledge.
- Photography and photographic editing.
- Wide range of design skills e.g. promotional material, branding, annual report, electronic newsletters, advertisements, logos and slogans, programmes, invitations, etc.
- Creative, conceptual, design, typographical and illustration skills for both print and electronic design

REQUIRED COMPETENCIES / SKILLS

- Job knowledge.
- Technical skills.
- Acceptance of responsibility.
- Quality of work.
- Reliability.
- Initiative.
- Interpersonal relationship.
- Flexibility.
- Teamwork.
- Planning and execution.
- Multi-tasking.
- Deadline-oriented.
- Manage resources.
- Communication.
- Customer orientation.

KEY PERFORMANCE AREAS

- Contribute to the development and implementation of Annual Performance Plan, Annual Operational Plan and Departmental strategy.
- Develop policies, procedures, frameworks and internal controls within an area of performance.
- Manage and process a job from design to print/web/electronic.
- Develop concepts that are both creative and suitable for the organization's needs.
- Facilitate creative brainstorming sessions.
- Develop designs for the organization.
- Develop mock-up design ideas with the Communication and Marketing team and Management.
- Develop the brand to life across multiple touch points.
- Customize exact design instructions according to brief.
- Develop concept and presentation art for the organization.
- Perform quality assurance on designs before presentation to management.
- Develop artwork for print according to printer specifications.
- Develop templates for print, digital marketing, social media, HTML, email campaigns and website.
- Online survey development and reporting
- Assist with the design of multiple multi-media initiatives.
- Assist with design for events e.g. registration site for conferences, dinners, etc.



Cecilia Makiwane Building,
602 Pretorius Street, Arcadia, Pretoria 0083
Private Bag X132, Pretoria 0001,
Republic of South Africa



Tel: 012 420 1000
Fax: 012 343 5400
SANC Fraud Hotline: 0800 377 377



APPLICATIONS:

- All applications must be completed and submitted on the SANC website via its online applications portal at www.sanc.co.za by clicking on: **Public/** then click on **Careers at the SANC/** then click on **Click here to apply.**
- No manual/email applications will be accepted.
- Incomplete applications and those which do not meet the above requirements will not be considered.

THE APPLICATION MUST INCLUDE:

- A fully completed application via the SANC online portal
- A detailed Curriculum Vitae.

The following documents must be sent only if you are invited as part of the shortlisting process – please ensure our HR Department receives them at least five workdays before the interview:

- Copies of Identity Document
- Grade 12 Certificate
- The highest required qualification/s
- Professional affiliation certificate where necessary.
- Driver's licence where necessary.

NOTE:

- The SANC may request academic records for general qualifications/certificates that do not specify the major courses to determine the major course of the qualification.
- It is compulsory for successful candidates to belong to a medical aid scheme if they do not belong to their spouses' medical aid. Failure to do so will result in your application being disqualified.
- All foreign qualifications must be accompanied by a SAQA evaluation certificate. The SANC will conduct background checks (e.g. employment verification and reference checks as indicated on the CV, as well as in respect of criminal record, citizenship, financial records, qualifications, driver's license and professional registration, if applicable).
- First preference will be given to South African citizens.
- The successful candidate will be appointed on a 12-month probation basis and will be permanently employed if all of the performance requirements are met during probation.
- Correspondence will be limited to shortlisted candidates only; therefore, if you have not been contacted within four (4) months of the closing date of this advertisement, please accept that your application was not successful.
- The SANC is committed to employment equity and therefore people living with disabilities are encouraged to apply.

ENQUIRIES:

Enquiries may be directed to Mr. Phuti Mahanyele at Tel. no (012) 420 1068.

The South African Nursing Council reserves the right not to make any appointment.



Cecilia Makiwane Building,
602 Pretorius Street, Arcadia, Pretoria 0083
Private Bag X132, Pretoria 0001,
Republic of South Africa



Tel: 012 420 1000
Fax: 012 343 5400
SANC Fraud Hotline: 0800 377 377

